



# **San Bernardino County Candidate's Handbook**

**November 7, 2006**

**Registrar of Voters  
777 E. Rialto Avenue  
San Bernardino, CA 92415-0770  
(909) 387-8300 or (800) 881-8683**

## REGISTRAR OF VOTERS CONTACT INFORMATION

**BUSINESS HOURS** The Registrar of Voters office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.

<b>GENERAL INFORMATION</b>	(909) 387-8300 or (800) 881-8683
<b>FAX</b>	(909) 387-2022

### QUESTIONS REGARDING

#### Absentee Application Voting and Registration Classes / Materials

Alice Meadows	(909) 387-8879
---------------	----------------

#### Campaign Disclosure

Sandra Veliz	(909) 387-2081
--------------	----------------

#### Candidate Filing

Sandra Veliz	(909) 387-2081
Rosa Garcia	(909) 387-2076

#### Obtaining Election Night Results

	(909) 387-8300 or (800) 881-8683
--	----------------------------------

#### Poll Worker Recruitment

Frances McLeod	(909) 387-2616
----------------	----------------

#### Purchase of Compact Disks, Disks, Labels, Indexes, Polls List, etc.

Shirley Armstead	(909) 387-2271
------------------	----------------

#### Purchase of Maps

David Widdicombe	(909) 387-2045
------------------	----------------

## CITY CLERK CONTACT INFORMATION

Candidates for city offices file with the respective city. For information, contact each City Clerk at the following numbers:

City of Adelanto	(760) 246-2300 X3090
Town of Apple Valley	(760) 240-7000 X7800
City of Barstow	(760) 256-3531 X122
City of Big Bear Lake	(909) 866-5832 or (909) 866-5831
City of Chino	(909) 590-5562
City of Chino Hills	(909) 364-2620 or (909) 364-2624
City of Colton	(909) 370-5032
City of Fontana	(909) 350-7605 or (909) 350-7602
City of Grand Terrace	(909) 824-6621
City of Hesperia	(760) 947-1026 or (760) 947-1027
City of Highland	(909) 864-6861 X226
City of Montclair	(909) 625-9415
City of Needles	(760) 326-2113 X345
City of Ontario	(909) 395-2009
City of Rancho Cucamonga	(909) 477-2700 X2005
City of Rialto	(909) 820-2519
City of San Bernardino	(909) 384-5102 or (909) 384-5002
City of Twentynine Palms	(760) 367-6799
City of Upland	(909) 931-4120 or (909) 931-4121
City of Victorville	(760) 955-5026
City of Yucaipa	(909) 797-2489 X236
Town of Yucca Valley	(760) 369-7207 or (760) 369-7209

**WE'RE ON THE INTERNET: <http://www.sbcrov.com>**

The internet site provides you with a variety of information. Additional features will be added as we get closer to the election. A sample of what you will find includes:

- Absentee ballot application.
- Look up your polling place address and sample ballot.
- Candidate Handbook.
- Daily candidate filing update – if you do not find an update for your city, please contact your City Clerk.
- Data and statistics specific to the election.
- Election night results – updated continually throughout the evening until the count is complete.

We hope you will find this information useful and beneficial to your campaign.

## TABLE OF CONTENTS

	Page
<b><i>RUNNING FOR OFFICE – WHAT THE LAW SAYS</i></b>	
Legal References.....	1
Voter Files are Confidential .....	1
General Eligibility / Qualification Requirements to Run for Office .....	1
Conflict of Interest Code (Form 700) .....	2
Specific Eligibility / Qualification Requirements .....	2
School District Governing Board Member .....	2
Uniform District Election Law (UDEL) Special District Director.....	3
<b><i>BECOMING A CANDIDATE</i></b>	
Overview .....	4
Dates / Locations for Taking Out Papers.....	4
Dates / Locations for Filing Papers.....	5
Declaration of Candidacy / Oath of Allegiance .....	5
Offices (Candidate Statement Costs) .....	6
Candidate Statement Guidelines .....	13
Ballot Designation Regulations.....	16
Viewing Candidate Statements and Ballot Designations .....	23
Viewing City Candidates / Measures .....	24
Write-In Candidates .....	24
<b><i>CAMPAIGN FILING FACTS</i></b>	
Obtain and File Campaign Documents .....	25
Campaign Filing Schedule for November 7, 2006 Election .....	28
<b><i>YOUR CAMPAIGN</i></b>	
Campaign Literature Requirements .....	29
Posting of State Political Signs .....	31
Statement of Responsibility Form for Temporary Political Signs .....	32
Posting of County Political Signs .....	33
San Bernardino County Flood Control or Right of Ways .....	33
Posting Signs in Cities .....	33
Polling Places .....	34
Campaigning / Electioneering .....	34
Poll Watchers / Observers .....	35
Example of Application for an Absentee Ballot .....	36
<b><i>REGISTRAR OF VOTERS SERVICES AND FEES</i></b>	
Registration Drives and Classes .....	38
Registration and Election Data Services .....	38
Services Offered .....	39
Fees for Services.....	41
Election Results .....	42
<b><i>ADDITIONAL INFORMATION</i></b>	
Election Calendars.....	43
School Districts Election Calendar.....	43
Special Districts Election Calendar .....	50
Political Subdivisions of San Bernardino County .....	54

## ***RUNNING FOR OFFICE – WHAT THE LAW SAYS***

### **CAUTION**

This booklet is for general information only and does not have the force and effect of law, regulation, or rule. In case of conflict, the law, regulation, or rule will apply. Interested persons should obtain the most up-to-date information available because of possible changes in law or procedures.

### **LEGAL REFERENCES**

Government, Education, Election, Health and Safety, Public Resources, Public Utilities, Water Codes, and California Code of Regulations.

### **VOTER FILES ARE CONFIDENTIAL**

Access is governed by the Government Code and Elections Code and is essentially limited to use for governmental, election, scholarly or journalistic purposes. Use is monitored by application procedures. This confidentiality prevents a person from walking into the elections office and viewing residence address information on a voter, without authorization. Once you become a candidate these rules do not change.

However, you should be aware that the papers you complete during the process of running for office, are public information – available for public inspection without authorization or application.

### **GENERAL ELIGIBILITY / QUALIFICATION REQUIREMENTS TO RUN FOR OFFICE**

These are requirements that do not apply to one specific office, but may not apply to every office on the ballot. Included is the applicable section of code for your further research, if necessary. For requirements applicable to a specific office, see the following pages.

In general, it is not the responsibility of the Registrar of Voters to determine that a candidate meets the requirements. However, the Registrar of Voters ensures that the candidate is registered within the district. The candidate signs the Declaration of Candidacy under penalty of perjury saying that he or she meets the requirements for that office.

Except as otherwise provided, a person is not eligible to hold a county, city or district office unless he/she is a registered voter of the county or district in which the duties of the office are to be exercised at the time that Declarations of Candidacy/ Nomination Papers are issued to the person or at the time of the person's appointment. (G.C. §24001)

Notwithstanding any other provisions of law, a public officer who is a minor shall have the right and liability of an adult, both civil and criminal, with regard to his official duties, and a candidate for nomination of election to public office who is a minor shall have the rights and liabilities of an adult, both civil and criminal, with regard to his activities as a candidate. (G.C. §275.2)

A person is incapable of holding a civil office if at the time of his/her election or appointment he/she is not 21 years of age and a citizen of the state. (G.C. §1020)

A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of this State. (G.C. §1021)

## GENERAL ELIGIBILITY / QUALIFICATION REQUIREMENTS TO RUN FOR OFFICE

**Government Code** Title 5, Division 2, Part I, Chapter 2, Article 1.8.

- §53227(a) An employee of a local agency may not be sworn into office as an elected or appointed member of the legislative body of that local agency unless he or she resigns as an employee. If the employee does not resign, the employment shall automatically terminate upon his or her being sworn into office.
- §53227(b) For any individual who is an employee of a local agency and an elected or appointed member of that local agency's legislative body prior to January 1, 1996, this section shall apply when he or she is reelected or reappointed, on or after January 1, 1996, as a member of the local agency's legislative body.
- §53227(c) This section does not apply to any volunteer firefighter who does not receive a salary, or where the salary the volunteer firefighter would otherwise receive is applied directly by the local agency toward the purchase of disability life, health, or similar insurance coverage.
- §53227.1 This article shall not be construed to preempt Sections 35107 and 72103 of the Education Code.
- §53227.2 For purposes of this article, the following definitions apply:
- (a) "Local agency" means a city, city and county, county, district, municipal or public corporation, political subdivision, or other public agency of the state.
  - (b) "Legislative body" means the board of supervisors of a county or a city and county, the city council of a city, or the governing body of a district, municipal or public corporation, political subdivision, or other public agency of the state.

## CONFLICT OF INTEREST CODE (FORM 700)

Each district has adopted a conflict of interest code pursuant to the provisions of the Political Reform Act of 1974 as amended. Statements shall be filed by designated officers and employees as required by the district's code and shall disclose any reportable investments and interests in real property.

(G.C. §87300 et seq)

## SPECIFIC ELIGIBILITY / QUALIFICATION REQUIREMENTS

### **SCHOOL DISTRICT GOVERNING BOARD MEMBER**

#### **CANDIDATE'S ELIGIBILITY**

1. Any person who is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a school district.  
(Ed. C. §§35107, 72103)
2. An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employee will automatically be terminated upon being sworn into office. (Ed. C. §35107)
3. No member of the governing board of any school district shall be financially interested in any contract made by the board of which he/she is a member.  
(Ed. C. §§35233, 72533)

## DECLARATION OF CANDIDACY

Declaration of Candidacy for school board may be obtained from the Registrar of Voters office only. Filings are with the Registrar of Voters office. (E.C. §10603)

### **UNIFORM DISTRICT ELECTION LAW (UDEL) SPECIAL DISTRICT DIRECTOR**

The qualifications of a candidate for an elective office, and of an elective officer of a District shall be determined by the principal act of that district. (E.C. §10514)

Declaration of Candidacy for District office may be obtained from the District Secretary or the Office of the Registrar of Voters. (E.C. §10510)

### **SPECIFIC UDEL DISTRICTS QUALIFICATIONS**

<b>AIRPORT DISTRICTS</b>	A registered voter and a resident of the district. (P.U.C. §22401-'79 and G.C. §24001)
<b>COMMUNITY SERVICES DISTRICTS</b>	A registered elector residing within the boundaries of the district. (G.C. §61200)
<b>COUNTY WATER DISTRICTS</b>	Director-at-Large: A voter of the district. Director for Divisions: A voter of the division by which he/she is elected. (W.C. §§30500, 30735)
<b>FIRE PROTECTION DISTRICTS</b>	A registered voter of the district. (H. and S.C. §13841 and E.C. §359)
<b>HOSPITAL DISTRICTS</b>	A registered voter residing in the district. Must state occupation and place of employment in ballot information under specified conditions. (H. and S.C. §§32100, 32100.1)
<b>MUNICIPAL WATER DISTRICTS</b>	A registered voter and a resident of the division for which they are elected. (W.C. §§71250, 71501 and G.C. §24001)
<b>RECREATION AND PARK DISTRICTS</b>	A qualified voter of the district or a qualified voter of this state and an owner of real property within the district. (P.R.C. §5783.3)
<b>WATER AGENCIES:</b>	<u>Mojave Water Agency:</u> Registered to vote within the division he/she is a candidate. (W.C. App. Ch. 97-4)
<b>WATER CONSERVATION DISTRICTS</b>	A qualified elector of the division and a registered voter. (W.C. §74091)

# BECOMING A CANDIDATE

## OVERVIEW

When you come to the Registrar of Voters office or District Secretary for Special Districts to obtain candidate papers for office, you will be given this handbook, along with various forms and instructions. Not everything applies to every office so please study this information carefully and call if you have any questions.

## DATES / LOCATIONS FOR TAKING OUT PAPERS

**Beginning 8:00 a.m. on July 17, 2006 until 5:00 p.m. on August 11, 2006.**

**SCHOOL CANDIDATES** must obtain papers from the Registrar of Voters office including off-site locations **on specified dates only**.

**SPECIAL DISTRICT CANDIDATES** may obtain papers either from the:

- District office, OR
- Registrar of Voters Office, OR
- Registrar of Voters Off-Site location **on specified dates only**.

### OFF-SITE LOCATION AND DATE

Town of Apple Valley  
Park & Recreation Center  
14955 Dale Evans Parkway  
Apple Valley, California 92307  
August 3, 2006 – 10:00 a.m. to 3:00 p.m.

### WHAT DO I RECEIVE

### PURPOSE

1. Copy of the Candidate Handbook	To explain rules/requirements, etc.
2. Declaration of Candidacy (includes ballot designation and oath of allegiance)	Form that qualifies an individual to be placed on the official ballot. Must be completed and filed by August 11, 2006 at 5:00 p.m.
3. Candidate Statement Form (includes waiver and instructions)	It is printed in the sample ballot and goes to all registered voters. A candidate statement is submitted or a waiver is signed at same time Declaration of Candidacy is filed.
4. Code of Fair Campaign Practices	There are basic principles of decency, honesty, and fair play which every candidate for public office has a moral obligation to observe and uphold. This form lists what a candidate shall and shall not do to adhere to these principles. This is a <b>voluntary</b> form and can be filed anytime prior to the election.
5. Campaign filing forms/instructions	Appropriate forms and instructions will be given to comply with FPPC rules on establishing accounts, reporting contributions and expenditures, etc.



## DATES / LOCATIONS FOR FILING PAPERS

**THE FILING DEADLINE FOR THIS ELECTION IS 5:00 P.M. ON AUGUST 11, 2006.**

All candidates must file with the Registrar of Voters.

If mailed, documents must be received by the above deadline – **A POSTMARK IS NOT SUFFICIENT.**

**EXTENSION OF DEADLINE:** In the event an incumbent fails to file for office by the close of nomination on Friday, August 11, 2006, any person other than the incumbent shall have until 5:00 p.m. on August 16, 2006 to file for the office. (E.C. §§10516, 10604)

**WITHDRAWAL OF CANDIDACY:** No candidate for district (school or special) office may withdraw as a candidate after 5:00 p.m. on August 11, 2006 unless there is an extension for that district. If there is an extension for that district, the candidates affected have until 5:00 p.m. on August 16, 2006 to withdraw. (E.C. §§10510, 10604)

## DECLARATION OF CANDIDACY / OATH OF ALLEGIANCE

This form is used to declare your candidacy, provide your ballot designation, and take the oath of allegiance. Your name is entered by the filing officer at the time you are given this paper and other documents, and the Oath of Allegiance is administered. Once issued, these forms are public information.

1. If you do not intend to file a candidate statement, and have selected your ballot designation, this form can be filed on the same date it is issued.
2. If you are not prepared to select your ballot designation or do not know if you will do a candidate statement (or it is not ready at the time), the Declaration of Candidacy may be taken and returned at a later date - see deadlines above.

If you are physically unable to go to the Registrar of Voters office or district office/off-site location for special district candidates, call (909) 387-2081 or (909) 386-8382 to determine if there is a legal alternative.

### **CAUTION**

You are not officially filed as a candidate until your Declaration of Candidacy is filed at the Registrar of Voters office with all appropriate forms. Even if you choose not to do a candidate statement, a form must be filed with your signature stating you do not want to file a statement.

## OFFICES

### SCHOOL DISTRICTS

		CANDIDATE STATEMENT COST		
OFFICE	APPROXIMATE VOTERS	SAN BERNARDINO COUNTY	SHARED COUNTY	SHARED COUNTY COST
San Bernardino County Board of Education				
Trustee Area A – 1 Full Term	174,333	\$4,360		
Trustee Area B – 1 Full Term	174,549	\$4,360		
Trustee Area D – 1 Full Term	130,757	\$3,270		

<b>Apple Valley Unified School District – 3 Full Term</b>				
	35,070	\$880		

<b>Chino Valley Unified School District – 2 Full Term</b>				
	72,842	\$1,820		

<b>Fontana Unified School District – 3 Full Term</b>				
	46,466	\$1,160		

<b>Helendale School District – 3 Full Term</b>				
	3,074	\$250		

<b>Hesperia Unified School District – 3 Full Term</b>				
	35,303	\$880		

<b>Kern Community College District</b>				
Trustee Area 2 – 1 Full Term	968	\$250	Kern	\$1,173

<b>Kern County Board of Education</b>				
Trustee Area 7 – 1 Full Term	183	\$250	Kern	\$1,464

<b>Lucerne Valley Unified School District – 3 Full Term</b>				
	2,734	\$250		

<b>Muroc Joint Unified School District</b>				
Trustee Area 2B – 1 Full Term	24	\$250	Kern	\$477
Trustee Area 3E – 1 Full Term				

<b>Oro Grande School District – 2 Full Term</b>				
	300	\$250		

		CANDIDATE STATEMENT COST		
OFFICE	APPROXIMATE VOTERS	SAN BERNARDINO COUNTY	SHARED COUNTY	SHARED COUNTY COST
<b>Redlands Unified School District – 2 Full Term</b>				
	61,503	\$1,540		
<b>Rialto Unified School District – 2 Full Term</b>				
	43,320	\$1,080		
<b>Rim of the World Unified School District</b>				
Trustee Area 1 – 1 Full Term	17,722	\$440		
Trustee Area 1 – 1 Short Term				
Trustee Area 2 – 1 Full Term				
<b>San Bernardino City Unified School District – 4 Full Term</b>				
	87,437	\$2,190		
<b>Sierra Sands Unified School District</b>				
Trustee Area 1 – 1 Full Term	159	\$250	Kern	\$811
Trustee Area 2 – 3 Full Term				
<b>Silver Valley Unified School District</b>				
Trustee Area 1 – 2 Full Term	2,871	\$250		
Trustee Area 2 – 1 Full Term				
<b>Snowline Joint Unified School District – 3 Full Term</b>				
	15,842	\$400	Los Angeles	\$500
<b>Victor Elementary School District – 3 Full Term</b>				
	31,557	\$790		
<b>Victor Valley Union High School District – 3 Full Term, 1 Short Term</b>				
	46,920	\$1,170		

SPECIAL DISTRICTS				
		CANDIDATE STATEMENT COST		
OFFICE	APPROXIMATE VOTERS	SAN BERNARDINO COUNTY	SHARED COUNTY	SHARED COUNTY COST
<b>Apple Valley Fire Protection District – 2 Full Term</b>				
	34,857	\$870		
<b>Baldy Mesa Water District – 3 Full Term</b>				
	8,222	\$250		
<b>Bear Valley Community Healthcare District – 2 Full Term</b>				
	9,965	\$250		
<b>Beaumont-Cherry Valley Water District</b>				
Division 3 – 1 Full Term	2	\$250	Riverside	\$600
<b>Big Bear Municipal Water District</b>				
Division 1 – 1 Full Term	1,899	\$250		
Division 2 – 1 Full Term	2,288	\$250		
Division 3 – 1 Full Term	2,904	\$250		
<b>Chino Basin Water Conservation District</b>				
Division 1 – 1 Full Term	28,181	\$700		
Division 3 – 1 Full Term	19,059	\$480		
Division 7 – 1 Full Term	22,142	\$550		
<b>Chino Valley Independent Fire District – 3 Full Term</b>				
	66,552	\$1,660		
<b>East Kern Healthcare District – 2 Full Term</b>				
	56	\$250	Kern	\$529
<b>Hesperia Recreation and Park District – 3 Full Term</b>				
	32,624	\$820		
<b>Hi-Desert Memorial Healthcare District – 2 Full Term, 1 Short Term</b>				
	23,658	\$590		
<b>Indian Wells Valley Water District – 2 Full Term</b>				
	103	\$250	Kern	\$770

		CANDIDATE STATEMENT COST		
OFFICE	APPROXIMATE VOTERS	SAN BERNARDINO COUNTY	SHARED COUNTY	SHARED COUNTY COST
<b>Inland Empire Utilities Agency</b>				
Division 2 – 1 Full Term	52,682	\$1,320		
Division 3 – 1 Full Term	57,896	\$1,450		
Division 4 – 1 Full Term	51,115	\$1,280		
<b>Mojave Water Agency</b>				
Division 2 – 1 Full Term	24,701	\$620		
Division 4 – 1 Full Term	25,850	\$650		
Division 6 – 1 Full Term	17,872	\$450		
<b>Monte Vista Water District – 2 Full Term</b>				
	18,024	\$450		
<b>Rand Communities Water District – 3 Full Term</b>				
	56	\$250	Kern	\$432
<b>San Bernardino Mountains Community Hospital District – 3 Full Term, 1 Short Term</b>				
	11,499	\$290		
<b>San Bernardino Valley Municipal Water District</b>				
Division 3 – 1 Full Term	50,708	\$1,270		
Division 4 – 1 Full Term	60,521	\$1,510		
Division 5 – 1 Full Term	59,604	\$1,490		
<b>Victor Valley Water District – 2 Full Term</b>				
	26,747	\$670		
<b>Yermo Community Services District – 3 Full Term</b>				
	674	\$250		
<b>Yucaipa Valley Water District</b>				
Division 2 – 1 Full Term	5,504	\$250		
Division 3 – 1 Full Term	6,608	\$250		
Division 5 – 1 Full Term	2,345	\$250	Riverside	\$400

## CITIES

		CANDIDATE STATEMENT COST		
OFFICE	APPROXIMATE VOTERS	SAN BERNARDINO COUNTY	SHARED COUNTY	SHARED COUNTY COST
<b>City of Adelanto</b>				
Mayor	6,637	\$250		
City Council Member – 2 Full Term				
<b>Town of Apple Valley</b>				
Town Council Member – 3 Full Term	31,305	\$780		
<b>City of Barstow</b>				
City Council Member – 2 Full Term	9,111	\$250		
<b>City of Big Bear Lake</b>				
City Council Member – 3 Full Term	3,250	\$250		
<b>City of Chino</b>				
City Council Member – 3 Full Term	28,493	\$710		
<b>City of Chino Hills</b>				
City Council Member – 3 Full Term	35,488	\$890		
<b>City of Colton</b>				
Mayor	17,783	\$440		
City Council Member				
District 1 – 1 Full Term	2,956	\$250		
District 2 – 1 Full Term	3,376	\$250		
District 4 – 1 Full Term	2,754	\$250		
<b>City of Fontana</b>				
Mayor	52,590	\$1,310		
City Council Member – 2 Full Term				
City Clerk				
Treasurer				

		CANDIDATE STATEMENT COST		
OFFICE	APPROXIMATE VOTERS	SAN BERNARDINO COUNTY	SHARED COUNTY	SHARED COUNTY COST
<b>City of Grand Terrace</b>				
City Council Member – 2 Full Term	6,241	\$250		
<b>City of Hesperia</b>				
City Council Member – 3 Full Term	31,702	\$790		
<b>City of Highland</b>				
City Council Member – 3 Full Term	21,931	\$550		
<b>City of Montclair</b>				
Mayor	11,783	\$290		
City Council Member – 2 Full Term				
<b>City of Needles</b>				
Mayor	1,975	\$250		
City Council Member – 3 Full Term				
<b>City on Ontario</b>				
Mayor	56,676	\$2,840		
City Council Member – 2 Full Term				
<b>City of Rancho Cucamonga</b>				
Mayor	74,629	\$1,870		
City Council Member – 2 Full Term				
<b>City of Rialto</b>				
City Council Member – 2 Full Term	36,255	\$910		
<b>City of Twentynine Palms</b>				
City Council Member – 3 Full Term	5,600	\$250		

		CANDIDATE STATEMENT COST		
OFFICE	APPROXIMATE VOTERS	SAN BERNARDINO COUNTY	SHARED COUNTY	SHARED COUNTY COST
<b>City of Upland</b>				
City Council Member – 3 Full Term	37,186	\$930		
<b>City of Victorville</b>				
City Council Member – 2 Full Term	32,393	\$810		
<b>City of Yucaipa</b>				
City Council Member – 2 Full Term	24,972	\$620		
<b>Town of Yucca Valley</b>				
Town Council Member – 3 Full Term	9,495	\$250		



## CANDIDATE STATEMENT GUIDELINES

The following information should be used in preparing your statement:

1. The law permits nonpartisan candidates to file a candidate statement to be mailed with the sample ballot. Filing of a statement is not mandatory, but is permissive if the candidate desires to file and pays the appropriate fee.
2. If a candidate statement is not filed, a waiver to that effect on the Candidate Statement Agreement Form must be signed and filed with the Declaration of Candidacy.
3. Candidate statements are confidential until the filing period ends. At that time they become public information.

### FILING

Candidate statements shall be filed with the Registrar of Voters office when the candidate's Declaration of Candidacy is returned for filing.

(E.C. §13307(a)(2))

### WITHDRAWAL

Candidate Statements may be withdrawn, but not changed, during the period for filing candidate papers and until 5 p.m. of the next working day after the close of the candidate filing period.

(E.C. §13307(a)(3))

### PAYMENT OF FEE

The Registrar of Voters estimates the total cost of printing, handling, translating, and mailing the candidate's statement, and includes costs incurred as a result of complying with the Voting Rights Act of 1965, as amended. This is an estimated cost only and may increase or decrease. (E.C. §13307(c))

Payment is required at the time the candidate statement is filed. Cash cannot be accepted in the amount of \$100 or more.

By County ordinance, a fee of \$15 will be charged for any check that is returned by the bank. In cases where difficulty has been experienced, future payments will only be accepted by cashier's check, money order, or cash if under \$100.

If indigency is claimed regarding the payment of candidate statement costs, all forms and back-up documentation submitted will be turned over to the proper authorities for verification. Note also that this information is public record and available to the news media. You will eventually pay for the cost of the candidate statement.

### DISTRIBUTION

The Registrar of Voters shall send to each voter together with the sample ballot, a voter's pamphlet which contains the written statements of each candidate that is prepared pursuant to this section. This is in compliance with the Federal Voting Rights Act Extension of 1992. (E.C. §13307(b))

## **PREPARATION**

The statement shall be prepared on a form provided by the Registrar of Voters or submitted on a diskette along with a printed copy and filed with the Declaration of Candidacy. It must be TYPED in upper and lower case, single spaced.

The California Elections Code intends uniformity of appearance. Each statement is allowed the same amount of space in the sample ballot. The heading will be printed in 9 pt. type, the name, age and occupation will be printed in 9 pt. type, and the body of the text will be printed in 8 pt. type.

All statements will be printed in uniform style and size of type, in block paragraph form. Outline form is not acceptable.

Statements will be typeset exactly as submitted. Candidates are therefore advised to carefully check their statements for errors in spelling, punctuation and grammar. The Registrar of Voters is authorized to make corrections only to the format of the statement.

## **CONTENT**

The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate. Such statement shall not include the party affiliation of the candidate nor membership or activity in partisan political organizations.

Nothing in this statement shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the voter's pamphlet. (E.C. §13307)

Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a candidate's statement, prepared pursuant to E.C. 11327 or 13307, with the intent to mislead the voters in connection with his or her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars (\$1000). (E.C. §18351)

## **SUPERIOR COURT DECISION**

Although E.C. 13307 does not expressly prohibit speaking about another candidate, it should be noted that a 1998 decision by an appellate court required a candidate to remove such references. A subsequent case decided in San Bernardino County Superior Court on this same issue relied on the appellate decision and required removal.

If a name is referenced in the Candidate Statement, the Registrar of Voters office must have a letter from the person allowing him or her to have permission to use their name in the Candidate Statement. If the Registrar of Voters does not receive a letter, the person's name will be removed from the statement.

## EXAMPLE OF FORMAT

The Sample Ballot is 8½" x 5½". This is a sample of the candidate statement as it will appear in the sample ballot. (Actual Size)

### CANDIDATE FOR EXAMPLE OFFICE SAMPLE DISTRICT

**NAME: PAT DOE**

**AGE: 66**

**OCCUPATION:** Fortune Teller/Comedian

FORMAT/CONTENT: This is an example of an acceptable format to be used in a candidate's statement of qualifications. The guidelines for the content of the statement are on the preceding page.

HIGHLIGHTS: It is acceptable for four words to be **bold** or underlined or **bold and underlined**. Four words may also be in ALL CAPITAL LETTERS or in ANY combination. The beginning of each paragraph may also be highlighted as shown in this example.

- It is acceptable to use four bullet statements.

PARAGRAPHS: The candidate statement is printed in standard block paragraph form, which means each paragraph will start on the left and the margins will be justified (as shown in this example). A space will appear between paragraphs unless the statement is submitted without a space between paragraphs. No indentations are allowed. If a list is to be printed (clubs, accomplishments, goals, etc.), it will appear as shown in the following paragraph.

I belong to the following organizations: PTA...Chamber of Commerce...Zoological Society...Bridge Club. If elected, I will: 1) lower taxes; 2) increase services; 3) cure the common cold; 4) be your servant. The Registrar of Voters staff will make modifications so it conforms to these rules.

---

### CANDIDATE FOR EXAMPLE OFFICE SAMPLE DISTRICT

**NAME: JOHN DOE**

**AGE: 45**

**OCCUPATION:** Political Consultant

FORMAT/CONTENT: This is an example of an acceptable format to be used in a candidate's statement of qualifications. The guidelines for the content of the statement are on the preceding page.

HIGHLIGHTS: It is acceptable for four to be **bold** or underlined or **bold and underlined**. Four words may also be in ALL CAPITAL LETTERS or in ANY combination. The beginning of each paragraph may also be highlighted as shown in this example.

- It is acceptable to use four bullet statements.

PARAGRAPHS: The candidate statement is printed in standard block paragraph form, which means each paragraph will start on the left and the margins will be justified (as shown in this example). A space will appear between paragraphs unless the statement is submitted without a space between paragraphs. No indentations are allowed. If a list is to be printed (clubs, accomplishments, goals, etc.), it will appear as shown in the following paragraph.

I belong to the following organizations: PTA...Chamber of Commerce...Zoological Society...Bridge Club. If elected, I will: 1) lower taxes; 2) increase services; 3) cure the common cold; 4) be your servant. The Registrar of Voters staff will make modifications so it conforms to these rules.

## BALLOT DESIGNATION REGULATIONS

### California Elections Code

#### §13107.

(a) With the exception of candidates for Justice of the State Supreme Court or court of appeal, immediately under the name of each candidate, and not separated from the name by any line, may appear at the option of the candidate only one of the following designations:

(1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people, or to which he or she was appointed, in the case of a superior court judge.

(2) The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people, or, in the case of a superior court judge, was appointed to that office.

(3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

(4) The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

(b) Neither the Secretary of State nor any other election official shall accept a designation of which any of the following would be true:

(1) It would mislead the voter.

(2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.

(3) It abbreviates the word "retired" or places it following any word or words which it modifies.

(4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."

(5) It uses the name of any political party, whether or not it has qualified for the ballot.

(6) It uses a word or words referring to a racial, religious, or ethnic group.

(7) It refers to any activity prohibited by law.

(c) If, upon checking the nomination documents, the election official finds the designation to be in violation of any of the restrictions set forth in this section, the election official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address appearing on the candidate's nomination documents.

(1) The candidate shall, within three days from the date of receipt of the notice, appear before the election officer or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide an alternate designation.

(2) In the event the candidate fails to provide an alternate designation, no designation shall appear after the candidate's name.

(d) No designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (c) or as provided in subdivision (e).

(e) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.

### **§13107.5.**

(a) A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:

(1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.

(2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.

(3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.

(b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

## **California Code of Regulations, Title II, Division 7**

### **Chapter 7. Ballot Designations**

#### **§20710. General Provisions.**

(a) The regulatory purpose of this Chapter is to ensure the accurate designation of the candidate upon the ballot in order that an informed electorate may intelligently elect one of the candidates.

(b) The Secretary of State shall, at all times, apply and interpret the provisions of Elections Code §13107 and the regulations included in this Chapter in a manner consistent with the regulatory purpose of this Chapter.

(c) Candidates are not required to use a ballot designation pursuant to Elections Code §13107, subdivision (a), and may opt to leave the space for such a designation on the ballot blank. In order to notify the elections official as to whether he or she will use a ballot designation or will opt to leave the ballot designation space blank, the candidate must Initial the appropriate box on the Declaration of Candidacy or otherwise so indicate on the Declaration of Candidacy.

(d) Pursuant to Elections Code §13107, subdivision (a), a candidate may submit a Proposed ballot designation pursuant to any one of the four provisions specified in Elections Code 13107, subdivision (a), subparts (1) through (4), applicable to that candidate. The candidate shall be free to select from which of the applicable four subparts he or she is submitting his or her proposed ballot designation.

(e) The regulations set forth in this Chapter shall apply only to elections held for offices for which election returns are certified by the Secretary of State of the State of California.

(f) Whenever, the word "should" is used in this Chapter, it is recommended, not mandatory.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

#### **§20711. Ballot Designation Worksheet.**

(a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code §13107, the candidate may submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.

(b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street Sacramento, California 95814, or at the office of the applicable county elections official.

(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

(1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number,

(2) A designation of the office for which the candidate is seeking election;

(3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted. In the event the Secretary of State requires further information regarding the proposed ballot designation;

(4) The proposed ballot designation submitted by the candidate;

(5) At the option of the candidate, the candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;

(6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:

(A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code §13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;

(B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code §13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;

(C) If the candidate submits a ballot designation pursuant to Elections Code §13107, subdivision (a)(3), the candidate should indicate:

(i) The title of the position or positions which he or she claims supports the proposed ballot designation;

(ii) The dates during which the candidate held such position;

(iii) A description of the work he or she performs in the position;

(iv) The name of the candidate's business or employer;

(v) The name and telephone number of a person or persons who could verify such information; and

(vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at §20714, subdivision (b).

(D) If the candidate submits a ballot designation pursuant to Elections Code §13107, subdivision (a)(4), the candidate should indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.

(d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

#### **§20712. Proposed Ballot Designations Submitted Pursuant to Elections Code §13107. Subdivision (a)(1).**

Proposed ballot designations submitted pursuant to Elections Code §13107, subdivision (a)(1), shall be subject to the following provisions:

(a) In the case of candidates holding elective city, county, district, state, or federal office, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

(b) In the case of judicial officers, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code §13107, subdivision (a)(1).

(d) Proposed ballot designations indicating a position of legislative leadership, such as "Majority Leader of the California Senate," "Minority Leader of the California State Assembly," "Speaker of the California State Assembly," "President Pro Tempore of the California State Senate," and the like, are not elective offices described in Elections Code §13107, subdivision (a)(1). Such ballot designations are improper, pursuant to Elections Code §13107, subdivision (a)(1). They may, however, be considered under the provisions of §13107(a)(3).

(e) Proposed ballot designations indicating that the candidate is a member of the state or county central committee of a political party, or an officer of a state or county central committee of a political party, are improper, as such positions do not constitute elective county or state offices as specified in Elections Code §13107, subdivision (a)(1).

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

#### **§20713. Proposed Ballot Designations Submitted Pursuant to Elections Code §13107, Subdivision (a)(2).**

Proposed ballot designations submitted pursuant to Elections Code §13107, subdivision (a)(2), shall be subject to the following provisions:

(a) A proposed ballot designation submitted pursuant to Elections Code §13107, subdivision (a)(2), is limited "incumbent," as that term is defined in Elections Code §13107, subdivision (a)(2).

(b) The term "incumbent" must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjectives or modifiers, and must stand alone. A candidate qualified to use this designation pursuant to Elections Code §13107, subdivision (a)(2), shall be entitled to use the ballot designation "Incumbent"

(c) The word "incumbent" is strictly limited for use in ballot designations submitted pursuant to Elections Code §13107, subdivision (a)(2), and may not be used as an adjective in any other ballot designation.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

**§20714. Proposed Ballot Designations Submitted Pursuant to Elections Code §13107, Subdivision (a)(3).**

Proposed ballot designations submitted pursuant to Elections Code §13107, subdivision (a)(3), shall be subject to the following provisions:

(a) The terms "profession," "vocation," or "occupation," as those terms are used in Elections Code §13107, subdivision (a)(3), are defined as follows:

(1) "Profession" means a field of employment requiring special education or skill and requiring specific knowledge of a particular discipline of learning or science. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual. Recognized professions generally include, but are not limited to, law, medicine, education, engineering, accountancy, and journalism. Examples of an acceptable designation of a "profession," as defined in Elections Code §13107, subdivision (a)(3), include, but are not limited to, "attorney," "physician," "accountant," "architect," and "teacher."

(2) "Vocation" means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his or her time. As defined, vocations may include, but are not limited to, religious ministry, child rearing, homemaking, elderly and dependent care, and engaging in trades such as carpentry, cabinetmaking, plumbing, and the like. Examples of an acceptable designation of a vocation," as defined in Elections Code §13107, subdivision (a)(3), include, but are not limited to, "minister," "priest," "mother," "father," "homemaker," "dependent care provider," "carpenter," "plumber," "electrician," and "cabinetmaker."

(3) "Occupation" means the employment in which one regularly engages or follows as the means of making a livelihood. Examples of an acceptable designation of an "occupation," as defined in Elections Code §13107, subdivision (a)(3), include, but are not limited to, "rancher," "restaurateur," "retail salesperson," "manual laborer," "construction worker," "computer manufacturing executive," "military pilot," "secretary," and "police officer."

(b) "Principal," as that term is used in Elections Code §13107, subdivision (a)(3), means a substantial involvement of time and effort such that the activity is one of the primary, main or leading professional, vocational or occupational endeavors of the candidate. The term "principal" precludes any activity which does not entail a significant involvement on the part of the candidate. Involvement which is only nominal, pro forma, or titular in character does not meet the requirements of the statute.

If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of his or her "principal" professions, vocations or occupations if (i) the candidate has maintained his or her license current as of the date he or she filed his or her nomination documents by complying with all applicable requirements of the respective licensure, including the payment of all applicable license fees and (ii) the status of the candidate's license is active at the time he or she filed his or her nomination documents.

(2) A candidate who holds a professional, vocational or occupational license issued by the State of California may not claim such profession, vocation or occupation as one of his or her "principal" professions, vocations or occupations if (1) the candidate's licensure status is "inactive" at the time the candidate files his or her nomination document, or (ii) the candidate's license has been suspended or revoked by the agency issuing the license at the time the candidate files his or her nomination documents.

(c) In order for a ballot designation submitted pursuant to Elections Code §13107, subdivision (a)(3), to be deemed acceptable by the Secretary of State, it must accurately state the candidate's principal professions, vocations or occupations, as those terms are defined in subdivisions (a) and (b) herein. Each proposed principal profession, vocation or occupation submitted by the candidate must be factually accurate, descriptive of the candidate's principal profession, vocation or occupation, must be neither confusing nor misleading, and must be in full and complete compliance with Elections Code §13107 and the regulations included in this Chapter.

(d) If the candidate is engaged in a profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate's proposed ballot designation is entitled to consist of the candidate's current principal professions, vocations and occupations. In the event the candidate does not have a current principal profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate may use a ballot designation consisting of his or her principal professions, vocations or occupations, which the candidate was principally engaged in during the calendar year immediately preceding the filing of the candidate's nomination papers.

(e) A candidate may engage in multiple principal professions, vocations or occupations. Accordingly, the candidate may designate multiple principal professions, vocations or occupations. If a candidate proposes a ballot designation including multiple principal professions, vocations or occupations, the proposed ballot designation must comply with the following provisions:

(1) The proposed ballot designation must comply with the three-word limitation specified in Elections Code §13107, subdivision (a)(3), and as implemented pursuant to subdivision (f) herein.

(2) Each such proposed profession, vocation or occupation shall be separately considered by the Secretary of State and must independently qualify as a "principal" profession, vocation or occupation, as that term is defined pursuant to subdivision (b) herein.

(3) When multiple professions, vocations or occupations are proposed as a ballot designation, they shall be separated by a slash ("/"). An example of an acceptable designation would be "Legislator/Rancher/Physician."

(f) Pursuant to Elections Code §13107, subdivision (a)(3), the candidate's ballot designation shall be limited to not more than three (3) words. The following rules shall govern the application of the three word limitation:

(1) The proposed ballot designation shall be grammatically correct, generic, and all words must be spelled correctly.

(2) Punctuation shall be limited to the use of a comma (e.g., District Attorney, Los Angeles County) and a slash (e.g., Legislator/Rancher/Physician), pursuant to subdivision (e) of this section. A hyphen may be used if, and only if, the use of a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary of the English language.

(3) All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. The names of special districts and political subdivisions are not "geographical names," as the term is used in Elections Code §13107, subdivision (a)(3). If the candidate desires, the geographical name may be used in the form of "City of...", "County of...", or "City and County of..." Examples of geographical names considered to be one word include Tehama County, Los Angeles County and County of Sacramento.

(4) An acronym shall be counted as one word.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

#### **§20715. Proposed Ballot Designations Submitted Pursuant to Elections Code §13107. Subdivision (a)(4).**

(a) Pursuant to Elections Code §13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the phrase "appointed Incumbent" if the candidate holds an office, other than a judicial office, by virtue of appointment, and the candidate is a candidate for election to the same office. The candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed."

(b) Pursuant to Elections Code §131071 subdivision (a)(4), a candidate may propose a ballot designation consisting of the word "appointed" in conjunction with the elective office, if the candidate is a candidate for election to the same office or to some other office. The candidate may not use any words designating the office unmodified by the word "appointed."

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code §13107, subdivision (a)(4).

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

#### **§20716. Unacceptable Ballot Designations.**

(a) The Secretary of State shall reject as unacceptable any proposed ballot designation which fails to comply with, or is otherwise inappropriate pursuant to, Elections Code §13107, subdivision (a); Is prohibited pursuant to Elections Code §13107, subdivision (b); Is misleading; or is otherwise improper pursuant to the regulations set forth in this Chapter.

(b) The following types of activities are distinguished from professions, vocations and occupations and are not acceptable as ballot designations pursuant to Elections Code §13107, subdivision (a)(3):

(1) Avocations: An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate's principal profession, vocation or occupation. Avocations may include, but are not limited to, hobbies, social activities, volunteer work, and matters pursued as an amateur.

(2) Pro Forma Professions, Vocations and Occupations: Pro forma professions, vocations or occupations are positions held by the candidate which consume little or none of the candidate's time and which, by their nature, are voluntary or for which the candidate is not compensated. Pro forma professions, vocations and occupations may include, but are not limited to, such pursuits as honorary peace officer, volunteer firefighter, honorary chairperson, honorary professor, goodwill ambassador, official host or hostess and the like.

(3) Statuses: A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the manner by which the candidate earns his or her livelihood or spends the substantial majority of his or her time. Examples of a status include, but are not limited to, philanthropist, activist, patriot, taxpayer, concerned citizen, husband, wife, and the like.

(c) Pursuant to Elections Code §13107, subdivision (b)(1), the Secretary of State shall reject as unacceptable any proposed ballot designation which would mislead voters. In making this determination, the Secretary of State shall determine whether there is a substantial likelihood that a reasonably prudent voter would be misled as to the candidate's principal profession, vocation or occupation by the candidate's proposed ballot designation. The determination shall take into account the plain meaning of the words constituting the proposed ballot designation and the factual accuracy of the proposed ballot designation



based upon supporting documents or other evidence submitted by the candidate in support of the proposed ballot designation, pursuant to §20711 and §20717 of this Chapter.

(d) A ballot designation may not comprise or include commercial identification information, such as a trademark, service mark, trade name, or the specific name of a business, partnership, corporation, company, foundation, or organization. Examples of an improper use of commercial identification information include, but are not limited to, "Acme Company President," "Universal Widget Inventor," "Director, Smith Foundation," "UCLA Professor," and the like.

(e) Pursuant to Elections Code §13107, subdivision (b)(2), the Secretary of State shall reject as unacceptable any proposed ballot designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character. Any laudatory or derogatory adjectives which would suggest an evaluation of the candidate's qualifications shall not be permitted. Such impermissible adjectives include, but are not limited to, "outstanding," "leading," "expert," "virtuous," "eminent," "best," "exalted," "prominent," "famous," "respected," "honored," "honest," "dishonest," "corrupt," "lazy," and the like.

(f) Pursuant to Elections Code §13107, subdivision (b)(3), the Secretary of State shall reject as unacceptable any proposed ballot designation which abbreviates the word "retired" or places it following any word or words which it modifies. Examples of impermissible designations include "Ret Army General," "Major USAF, Retired" and "City Attorney, Retired."

(g) Pursuant to Elections Code §13107, subdivision (b)(4), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or prefix to indicate a prior profession, vocation, occupation or elected, appointed or judicial office previously held by the candidate. Such impermissible words or prefixes include, but are not limited to, "Ex-," "former," "past," and "erstwhile." Examples of impermissible designations include "Former Congressman," "Ex-Senator," and "Former Educator."

(h) Subject to the provisions of Elections Code §13107, subdivision (b)(4), use of the word "retired" in a ballot designation is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation. In evaluating a proposed ballot designation including the word "retired," the Secretary of State will consider the following factors in making a determination as to the propriety of the use of the term "retired":

(1) Prior to retiring from his or her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than 5 years;

(2) The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension;

(3) The candidate has reached at least the age of 55 years;

(4) The candidate voluntarily left his or her last professional, vocational or occupational position;

(5) If the candidate is requesting a ballot designation indicating that he or she is a retired public official, the candidate must have previously voluntarily retired from public office, not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office;

(6) The candidate has not had another more recent, intervening principal profession, vocation or occupation; and,

(7) The candidate's retirement benefits are providing him or her with a principal source of income.

(i) Pursuant to Elections Code §13107, subdivision (b)(5), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses the name of any political party, whether or not it has qualified for recognized ballot status.

(j) Pursuant to Elections Code §13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or words referring to a racial, religious, or ethnic group.

(1) The Secretary of State shall reject as unacceptable any ballot designation which expressly contains or implies any ethnic or racial slurs or ethnically or racially derogatory language.

(2) If the candidate is a member of the clergy, the candidate may not make reference to his or her specific denomination. However, the candidate may use his or her clerical title as a ballot designation (e.g., "Rabbi," "Pastor," "Minister," "Bishop," "Deacon," "Monk," "Nun," "Imam," etc.)

(k) Pursuant to Elections Code §13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which refers to any activity prohibited by law. Unlawful activity includes any activities, conduct, professions, vocations, or occupations prohibited by state or federal law.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

#### **§20717. Requests for Supporting Documentation.**

In addition to the Ballot Designation Worksheet requested to be filed with the Secretary of State pursuant to §20711 of this Chapter, the Secretary of State may request that a candidate submit additional supporting documentation or other evidence to support the proposed ballot designation.

(a) Time is of the essence regarding all matters pertaining to the review of proposed ballot designations submitted by candidates for public office. Failure to promptly submit requested supporting materials will preclude consideration of such materials and the rendering of a summary, final decision on the candidate's proposed ballot designation.

(b) The Secretary of State will communicate, whenever possible, with the candidate in the most expeditious manner, including, but not limited to, telephone, facsimile transmission and electronic mail at the number or address provided by the candidate. When the candidate does not have reasonable access to a facsimile machine or electronic mail, the Secretary of State will transmit written communication to the candidate by means of overnight express delivery to the address provided by the candidate.

(c) The candidate shall have the burden of establishing that the proposed ballot designation that he or she has submitted is accurate and complies with all provisions of Elections Code §13107 and this Chapter.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

#### **§20718. Communication of Decisions Regarding Ballot Designations.**

(a) An official copy of the decision of the Secretary of state regarding a candidate's ballot designation will be made in writing and transmitted directly to the candidate by registered or certified mail, return receipt requested, to the address provided by the candidate. The Secretary of State shall also provide a copy to the elections official in the candidate's county of residence and to the elections official of each county within the political subdivision. Copies may also be made available to all other candidates in the race.

(b) At the request of the candidate, the Secretary of State will transmit an unofficial copy of the decision of the Secretary of State regarding the candidate's proposed ballot designation by facsimile transmission sent to the facsimile number listed on the candidate's Ballot Designation Worksheet. When the candidate does not have reasonable access to a facsimile machine, the Secretary of State will transmit to the candidate, at the candidate's request, an unofficial copy of the decision by means of overnight express delivery to the address listed on the candidate's Ballot Designation Worksheet provided. If the candidate has not submitted a Ballot Designation Worksheet, the Secretary of State will transmit an official copy to the facsimile number provided by the candidate or, if the candidate does not have reasonable access to a facsimile machine, by overnight express mail to the address provided by the candidate.

(c) All written decisions of the Secretary of State regarding ballot designations are public records and are available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, 1500 11th Street, Fifth Floor, Sacramento, California 95814.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

#### **§20719. Service of Legal Process Regarding Ballot Designations.**

(a) In the event a candidate or other Interested party files a petition for the issuance of an extraordinary writ with the court or other legal action pertaining to a candidate's ballot designation, the summons and any other legal process should be served upon the Chief Counsel to the Secretary of State, Legal Affairs Unit, Executive Office of the Secretary, 1500 11th Street, Sixth Floor, Sacramento, California 95814. The Chief Counsel may designate a Deputy Secretary of State in the Legal Affairs Unit to accept service of process on behalf of the Secretary of State.

(b) Telephone notice pertaining to any ex parte applications filed with the court by any candidate or other interested party should be directed to the attention of the Chief Counsel to the Secretary of State at (916) 653-7244. Counsel for all parties to such ex parte matters are admonished that waivers of the Secretary of State's right to timely notice and the right to personally appear at the ex parte hearing will be granted in writing and only in limited instances.

(c) The Secretary of State shall provide a copy of any legal actions in subdivision (a) or (b) above to the elections official in the county of the candidate's residence and any other county in the district

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

## VIEWING CANDIDATE STATEMENTS AND BALLOT DESIGNATIONS

### DATES

#### **VIEWING PERIOD AUGUST 12, 2006 THROUGH AUGUST 21, 2006 FOR:**

Typeset sample ballot/voter pamphlet information for Candidate occupations and Candidate statements. If a filing extension applies to the office, then the viewing period is August 17, 2006 through August 26, 2006.

(E.C. §13311)

### WRIT OF MANDATE

#### **THE DEADLINE TO FILE WRIT OF MANDATE – AUGUST 21, 2006**

This is the last date to file a court action to bring about changes that the Registrar of Voters cannot or chooses not to make regarding Candidate occupations and Candidate statements. If a filing extension applies to the office, then the deadline to file a writ of mandate is August 26, 2006.

### THE LAW

California Elections Code §13313 allows a ten day viewing period of the official voter's pamphlet prior to submittal for printing. During this 10 day period, any voter of the jurisdiction in which the election is being held may seek a writ of mandate or an injunction requiring any or all of the material in the voter's pamphlet to be amended or deleted.

### PURPOSE

To view candidate statements, occupations (your own as well as other candidates) and local measure arguments and/or rebuttals, during the ten day viewing period.

To take action during this time, to reduce errors and resolve differences BEFORE sample ballots are printed and distributed.

Note: Once printing and mailing have begun, it may not be possible to re-print or re-mail without incurring significant cost to the taxpayer and possibly compromising the electoral process.

### PROCEDURE

**All candidates and all proponents/opponents** of local measures/arguments/rebuttals will be notified of the importance of viewing their own sample pamphlet content in its typeset form – as well as that of **their opponents**.

- Any candidate or proponent/opponent of a measure who is unable to proof typeset content at the Registrar of Voters office may request that the copy be faxed. The typeset copy must be signed off on by the candidate/proponent/opponent. However, it may be returned by fax, mail, in person, or through a representative.
- No changes to what was originally submitted will be allowed. ONLY TYPESETTING ERRORS WILL BE CORRECTED during this period.
- After the viewing period, the Registrar of Voters office is not responsible for any typesetting errors, unless they occur AFTER the viewing period. If voter pamphlet information is changed subsequent to a writ of mandate, the author's will be given another opportunity to proof the corrected typeset copy.
- Candidates are cautioned that the Registrar of Voters is not responsible for verifying the accuracy of the candidate statement. Candidates may view their own or other candidates' statements after the close of the Declaration of Candidacy/Nomination Period.

(E.C. §13313)

## VIEWING CITY CANDIDATES / MEASURES

City candidates and proponents/opponents of city measures should contact the City Clerk for information on proofing voter pamphlet content. Each city is responsible for giving final approval before printing begins.

## WRITE-IN CANDIDATES

### GENERAL INFORMATION

Any qualified person who desires to be a write-in candidate and have his or her name as written on the ballot.

### FILING PERIOD/FEE

The filing time is September 11, 2006 until 5:00 p.m. on October 24, 2006.

No filing fee is required. (For a city contest check with the city clerk)

### BALLOT

The candidate's name does not appear on the official ballot nor are they able to do a candidate's statement.

### ELECTED

In order to be elected to any office, the write-in candidate must receive more votes than any other candidate running for that office.

# **CAMPAIGN FILING FACTS**

## **OBTAIN AND FILE CAMPAIGN DOCUMENTS**

When candidates file the Declaration of Candidacy, they receive the appropriate forms and instructions or manual. Candidates should familiarize themselves thoroughly with the information in the manual and note carefully the filing deadlines.

There are many different types of forms, for many purposes.

**WHO MUST REPORT/FILE** All candidates for school districts and special districts are required to file campaign disclosure documents in accordance with the Political Reform Act of 1974, as amended. For more information contact Fair Political Practices Commission at 1-866-275-3772. (G.C. §81000 through 91014)

### **Candidate**

“Candidate” means an individual who is listed on the ballot or who has qualified to have write-in votes on his or her behalf counted by election officials, for nomination for or election to any elective office, or who receives a contribution or makes an expenditure or gives his or her consent for any other person to receive a contribution or make an expenditure with a view to bringing about his or her nomination or election to any elective office, whether or not the specific elective office for which he or she will seek nomination or election is known at the time the contribution is received or the expenditure is made and whether or not he or she has announced his or there candidacy or filed a declaration of candidacy at such time.

- “Candidate” also includes any officeholder who is the subject of a recall election.
- An individual who becomes a candidate shall retain his or her status as a candidate until such time as that status is terminated. (G.C. §82007)

### **Committee**

“Committee” means any person or combination of persons who directly or indirectly does any of the following:

- a. Receive contributions totaling one thousand dollars (\$1,000) or more in a calendar year;
- b. Makes independent expenditures totaling one thousand dollars (\$1,000) or more in a calendar year; or
- c. Makes contributions totaling ten thousand dollars (\$10,000) or more in a calendar year to or at the behest of candidates or committees.

(G.C. §82013)

### **Controlled Committee**

“Controlled Committee” means a committee that is controlled directly or indirectly by a candidate or state measure proponent or that acts jointly with a candidate, controlled committee, or state measure proponent in connection with the making of expenditures. A candidate or state measure proponent controls a committee if he or she, his or her agent, or any other committee he or she controls has a significant influence on the actions or decisions of the committee. (G.C. §82016)

## WHAT IS REPORTED

### Campaign Funds

All contributions must be segregated and shall not be commingled with the personal funds of the recipient or any other person.

### Contributions/Disbursements

- ...volunteer personal services are not considered as campaign contributions.
- No monetary contribution of \$100 or more shall be made or received in cash.
- No contribution shall be made, directly or indirectly, by any person in a name other than the name by which such person is identified for legal purposes.
- No person shall make an anonymous contribution or contributions to a candidate, committee or any other person totaling one hundred dollars (\$100) or more in a calendar year. An anonymous contribution of one hundred dollars (\$100) or more shall not be kept by the intended recipient but instead shall be promptly paid to the Secretary of State for deposit in the General Fund of the State.
- Written solicitation (including invitations to fund-raisers) sent by candidates and officeholders must identify the name of the particular controlled /or controlled committee, the specific office, and the particular election for which contributions are being solicited.
- No expenditure of \$100 or more shall be made in cash.

(G.C. §§82015(g), 84300(a), 84301, 84304, 84307)

## CONTENTS OF CAMPAIGN DISCLOSURE STATEMENTS

In addition to listing the total amounts received and disbursed during the filing period, the Campaign Disclosure Statements must list:

1. Full name, street address, occupation, name of employer or principal place of business if self-employed, amount contributed, dates of each contribution and cumulative amount contributed during the calendar year of each person from whom a contribution or contributions totaling \$100 or more has been received, and;
2. Full name and street address of each person to whom an expenditure or expenditures totaling \$100 or more has been made together with the amount of each separate expenditure and a brief description of the consideration for which the expenditure was made.

(G.C. §§84300(c), 84211(k))

## PENALTIES

### Caution

The Political Reform Act of 1974 imposes a fine of \$10.00 per day after the filing deadline, until the statement is filed. The liability is limited to the cumulative amount of the contributions or expenditures for the period covered by the late statement or \$100.00, whichever is greater. Except for deadlines which fall on a Saturday, Sunday, or official state holiday, there are no provisions in the law for extensions of the due dates. Persons who do not comply with the requirements of the law are also subject to severe criminal and civil penalties.

## **TERMINATION OF REPORTING**

Candidates, controlled committees and other committees do not automatically terminate or cease to have filing obligations unless they file a termination statement. They terminate their committees and I.D. numbers by filing the original and (1) copy Form 410 with the Secretary of State and a copy with the Registrar of Voters along with their final Form 460 depicting a zero balance.

The Statement of Termination requires that the candidate or committee has:

1. Ceased to receive contributions or making expenditures or does not anticipate receiving contributions or making expenditures in the future;
2. Eliminated or has declared that it has no intention or ability to discharge all of its debts, loans received and other obligations;
3. No surplus funds; and
4. Filed all required campaign statements disclosing all reportable transactions.

ANY committee, who begins raising or spending funds or receives the forgiveness of a loan after filing a Statement of Termination, will incur additional filing obligations.

## **LIMITATIONS/ PROHIBITIONS**

### **Honoraria**

Government Code §89502 prohibits a candidate for any state or local elective office or judicial office to accept any honoraria.

### **Gifts**

Government Code §89503 imposes a limit of \$250.00 on gifts to candidates for any state or local elective office or judicial office, and requires that the FPPC adjust the limit biennially beginning in 1993 to reflect changes in the consumer price index, rounded to the nearest \$10. The adjusted gift limit will be \$360 per calendar year from a single source.

(G.C. §§89503(b) and 89503(f))

## **FILING LOCATIONS**

San Bernardino County  
Registrar of Voters  
777 E. Rialto Avenue  
San Bernardino, CA 92415-0770  
(909) 387-8300  
(800) 881-8683  
FAX: (909) 387-2022

Secretary of State  
Political Reform Division  
1500 11th St., Room 495  
Sacramento, CA 95814  
(916) 653-6224  
FAX: (916) 653-5045

Fair Political Practices Commission  
428 J St. Suite 620  
Sacramento, CA 95814  
(916) 322-5660  
(866) 275-3772

## CAMPAIGN FILING SCHEDULE FOR NOVEMBER 7, 2006 ELECTION

**Reporting Schedule:** The following schedule lists the deadlines and types of statements – not the specific form used to report.

FILING DEADLINE	TYPE OF STATEMENT	PERIOD COVERED BY STATEMENT <sup>1</sup>	METHOD OF DELIVERY
July 31, 2006 <sup>2</sup>	Semi-Annual	01/01/06 – 06/30/06	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• First Class Mail</li> </ul>
October 5, 2006	First Pre-Election	– 9/30/06 <sup>1</sup>	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• First Class Mail</li> </ul>
October 26, 2006	Second Pre-Election	10/1/06 – 10/21/06	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• Guaranteed Overnight Service</li> </ul>
Within 24 Hours	Late Contributions <sup>3</sup> and Late Independent Expenditures of \$1,000 or More <sup>4</sup>	10/22/06 – 11/6/06	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• Guaranteed Overnight Service</li> <li>• FAX</li> </ul>
January 31, 2007	Semi-Annual	10/22/06 – 12/31/06	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• First Class Mail</li> </ul>

<sup>1</sup> The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.

<sup>2</sup> Incumbent officeholders being voted on November 7 and their controlled committees must file this report. (Officeholders whose salaries are less than \$200 per month and judges file only if contributions were received or expenditures made during the period.) Non-incumbent candidates and their controlled committees, and committees primarily formed to support or oppose candidates or ballot measures being voted on November 7, must file this report if contributions or expenditures were made during the period January 1 through June 30, 2006.

<sup>3</sup> The recipient of a late in-kind contribution must file a late contribution report within 48 hours from the time the in-kind contribution is received.

<sup>4</sup> A controlled committee of a candidate may not make an independent expenditure to support or oppose another candidate.

### **Additional Notes**

- **Primarily Formed Ballot Measure Committees:** Prior to the semi-annual period in which the measure(s) supported or opposed is being voted on, committees must file quarterly campaign statements in addition to semi-annual statements. Following the election, quarterly statements may also be required. Contact the FPPC for specific information.
- **Candidates:** Contact the FPPC for revised reporting deadlines in the event of a runoff election. After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is maintained.
- Except for deadlines that fall on a Saturday, Sunday, or an official state holiday, there is no provision in the law for extending a filing deadline. Late statements are subject to a \$10 per day late fine.
- All statements are public documents.
- Local jurisdictions may impose contribution limits and additional filing requirements.
- Refer to the appropriate campaign disclosure manuals for information on where to file statements.

As of the date of this publication (5/05), the FPPC Campaign Disclosure Manual for local candidates (Manual 2) contains the most recent information on campaign disclosure requirements. Ballot measure committees should refer to FPPC Campaign Disclosure Manual D, along with the 2005 Campaign Manual Addendum. Be sure to check the FPPC web site ([www.fppc.ca.gov](http://www.fppc.ca.gov)) for updated information.



## **YOUR CAMPAIGN**

### **CAMPAIGN LITERATURE REQUIREMENTS**

#### **LITERATURE**

A copy of Section 84305 of the Government Code shall be provided by the elections official to each candidate or his or her agent at the time of filing the Declaration of Candidacy and to the proponents of a local initiative or referendum at the time of filing the petitions. (E.C. §16)

#### **PAID POLITICAL ADVERTISEMENT**

Any paid political advertisement which refers to an election or to any candidate for state or local elective office and which is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in a 10-point roman type, whichever is larger, the words "Paid Political Advertisement". The words shall be set apart from any other printed matter.

As used in this section "paid political advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office. (E.C. §20008)

#### **USE OF SIMULATED BALLOT**

1. Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

**NOTICE TO VOTERS**  
(Required by Law)

This is not an official ballot or an official sample ballot prepared by the county elections official, or the Secretary of State. This is an unofficial, marked ballot prepared by (insert name and address of the person or organization responsible for preparation thereof). Nothing in this section shall be construed to require this notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

2. No simulated ballot or simulated sample ballot referred to in subdivision (a) shall bear any official seal or the insignia of any public entity, nor shall that seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.
3. The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof. (E.C. §20009)

## **MASS MAILINGS**

1. Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail to the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.
2. If the sender of the mass mailing is a single candidate or committee, the name, street address and city of the candidate or committee need only be shown on the outside of each piece of mail.
3. If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a). (G.C. §84305)

"Mass mailing" means over two hundred substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry. (G.C. §82041.5)

## **MASS MAILINGS AT PUBLIC EXPENSE**

No newsletter or other mass mailing shall be sent at public expense.

(G.C. §89001)

## POSTING OF STATE POLITICAL SIGNS

Following is a letter from the California State Department of Transportation providing information about State law governing campaign signs. It includes the Statement of Responsibility form on the following page.

### DEPARTMENT OF TRANSPORTATION

Headquarters

1120 "N" Street

P.O. Box 942873

Sacramento, CA 94273-0001

916.654.5266

FAX: 916.654.4956

Dear Candidate or Committee Member:

As a candidate or campaign worker for either an office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act authorizes the placing of "temporary political signs" separate and apart from the normal outdoor advertising display controls. No such political signs, however, may be placed within the right of way of any highway or within 660' of the edge of and visible from the right of way of a landscaped freeway.

Temporary political signs are signs, which meet the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.

Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign.

A Statement of Responsibility form is attached to this letter.

Please pass this information along to those assisting in your campaign and complete and return the Statement of Responsibility form to the appropriate district office. We will gladly answer any questions in respect to the form.

Because the law directs the Department of Transportation to remove signs that do not comply with the regulations before an election and to bill the responsible party for removal costs after the election, we are calling these provisions to your attention to avoid possible embarrassment to you and your supporters.

Sincerely,

s/Debra Todd

Outdoor Advertising Branch

Attachment: Statement of Responsibility Form

**STATEMENT OF RESPONSIBILITY FORM FOR TEMPORARY POLITICAL SIGNS**

**Election Date:** November 7, 2006

**County in which Election  
is Being Held:** \_\_\_\_\_

**Candidate's Name:** \_\_\_\_\_

**Office Sought or  
Proposition Number:** \_\_\_\_\_

**Number of Signs to be Placed:** \_\_\_\_\_

**Responsible Party's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone Number (Include Area Code):** \_\_\_\_\_

The undersigned accepts responsibility for removal of signs placed in respect to the above candidate (or proposition) as stated below and in accordance with Section 5405.3 of the Business and Professions Code.

It is understood and agreed that any signs placed pursuant to Section 5405.3 of the Business and Professions Code and not removed within ten (10) days after the election may be removed by the Department and the undersigned hereby agrees to pay the costs of removal upon submission of invoice by the Department.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Responsible Party

**Mail Statement of Responsibility to:** Department of Transportation  
Division of Right of Way  
464 W. 4<sup>th</sup> St. 8<sup>th</sup> Floor, MS854  
San Bernardino, CA 92401

## POSTING OF COUNTY POLITICAL SIGNS

The following guidelines on posting of temporary political signs in San Bernardino County areas are provided to be of assistance. More detailed information, or updates, can be obtained by contacting the San Bernardino County Code Enforcement at (800) 722-3181.

**A temporary political sign is any sign that indicates any one or a combination of the following:**

1. The name or picture of an individual seeking election or appointment to a public office.
2. Relates to a forthcoming public election or referendum.
3. Advocates a person, group, or party's political views or policies.

**A temporary political sign is permitted in any land use district subject to the following limitations:**

1. Such political signs shall be removed within thirty (30) days after the same election.
2. Such political signs shall have a maximum area of eight (8) square feet in residential land use districts and thirty-two (32) square feet in all other land use districts, unless such sign is an accessory (e.g. campaign headquarters) or primary sign permitted by this chapter.
3. Such political signs shall not be erected within any street intersection, clear sight triangle or at any location where the sign may interfere with, obstruct the view of, or be confused with any authorized traffic sign.
4. Such political signs shall not be nailed or affixed to any tree, fence post or public utility pole and shall not be located in the public right-of-way, parkway or on publicly owned land.

## SAN BERNARDINO COUNTY FLOOD CONTROL OR RIGHT OF WAYS

**NO** political signs can be placed within the San Bernardino County Flood Control or Road Right of Ways.

## POSTING SIGNS IN CITIES

If you are planning to post signs within an incorporated city, you must contact the individual city, Code Enforcement Department, regarding their political sign ordinance.

## POLLING PLACES

### **POLLS ARE OPEN FROM 7:00 A.M. UNTIL 8:00 P.M.**

The following rules/regulations are presented to assist you in running a trouble free campaign and in avoiding problems.

The Registrar of Voters office does not allow a candidate, or a relative of any candidate, for elective office to serve as a poll worker in that jurisdiction.

Over the past two (2) years the Registrar of Voters has stabilized their polling places, however, please keep in mind that polling place locations, and their addresses, may change from one election to the next – and unfortunately, sometimes even within the same election! This is important for you to remember when using a polling place list.

*“Every person is guilty of a misdemeanor who knowingly causes to be mailed or distributed, or knowingly mails or distributes, literature to any voter that includes a designation of the voter’s precinct polling place other than a precinct polling place listed for that voter in an official precinct polling list that constituted the latest official precinct polling list at sometime not more than 30 days prior to the mailing or distribution.”*

*(E.C. §18302)*

### **CAMPAIGNING / ELECTIONEERING**

No person shall do any of the following within 100 feet of a polling place. One hundred (100) feet begins at the doorway of the room in which voters are voting:

- Circulate any petitions.
- Solicit a vote, speak about marking a ballot, wear campaign insignia, or clothing with campaign slogans or political advertisements.
- Post any signs relating to candidates and/or measures.
- Perform any type of electioneering activities.

Poll workers are instructed to check for electioneering throughout the day. If a poll worker advises you that you are too close or are in any way electioneering, please comply with the request to correct the problem. If the poll worker is unable to resolve a problem, the Registrar of Voters will send a ROVER to the polls which is a time consuming and costly remedy. If that does not work, we will then request local law enforcement assistance.

## **POLL WATCHERS / OBSERVERS**

You are certainly welcome to observe activity at any polling place on election day – from the time the polls open until the polls are closed and the poll workers depart to return ballots and supplies to the collection center. However, in order not to disrupt the voting process, it is suggested that you and your campaign workers review the following material. It explains some of the do's and don'ts of observation.

### **RULES FOR POLL WATCHERS / OBSERVERS**

Anyone may be a poll watcher, but most often poll watchers are people who are working with one of the political parties or for a candidate. Although poll watching is allowed by law, there are rules and guidelines that must be followed.

**DEFINITION** A poll watcher is someone who is observing the procedures at the polls and/or monitoring who has or has not voted.

**PURPOSE** A poll watcher's main purpose is to "Get Out The Vote". To accomplish this, poll watchers continually check the posted copy of the Street Index to see who has or has not voted. They may also want to check the Roster to see who has received an Absentee Ballot. They can see the Supplemental Absentee Roster.

**RULES**

- Poll watchers are NOT permitted to disturb voters or interfere with the election process in any way.
- Poll watchers may ask questions, but may NOT interfere with poll worker duties or disturb voters.
- Poll watchers may NOT sit at the election table.
- Poll watchers may NOT remove the Street Index from the immediate area. It may be removed from the wall for use, but then must be re-posted.
- If more than one person or group wishes to use the Street Index or the Roster of Voters, it must be shared equally.
- The Roster of Voters may only be used at the election table, and for only as long as it is not needed by the election board.

**EXAMPLE OF APPLICATION FOR AN ABSENTEE BALLOT  
NOVEMBER 7, 2006 – GENERAL ELECTION**

**APPLICATION FOR ABSENTEE BALLOT  
General Election held on November 7, 2006**

To obtain an Absentee Ballot, complete the information on this form. This application must be received by the Registrar of Voters no later than 5:00 p.m. on October 31, 2006.

**PRINT NAME:** \_\_\_\_\_  
*First Name Middle Initial Last Name*

**PRINT SAN BERNARDINO COUNTY RESIDENCE ADDRESS:**

\_\_\_\_\_  
*Number and Street Name (PO Box, Rural Route, etc., is not acceptable; designate N., S., E., W. if used)*

\_\_\_\_\_  
*City Zip Code E-mail Address*

**TELEPHONE NUMBER:** ( ) \_\_\_\_\_ **DATE OF BIRTH:** / /

**PRINT MAILING ADDRESS (if DIFFERENT from Residence Address):**

*Note: Organizations distributing this form may not preprint mailing address information:*

\_\_\_\_\_  
*Number and Street Name, PO Box, Rural Route, School, Military or Overseas Address*

\_\_\_\_\_  
*City State or Country Zip Code*

**THIS APPLICATION WILL NOT BE ACCEPTED  
WITHOUT THE PROPER SIGNATURE OF THE APPLICANT**

**I have not applied for, nor do I intend to apply for an absentee ballot from any other jurisdiction for this election.** I certify under PENALTY OF PERJURY under the laws of the State of California that the name and residence address and information I have provided on this application is true and correct.

\_\_\_\_\_  
**SIGNATURE** **DATE**

**WARNING:** Perjury is punishable by imprisonment in state prison for two, three or four years. (Cal P.C. 126)

This form is provided by: (Name, Address and Telephone Number)

FOR OFFICIAL USE ONLY

**NOTICE**

**You have the legal right to mail  
or deliver this application  
directly to:**

**Registrar of Voters  
777 East Rialto Avenue  
San Bernardino, CA 92415-0770  
Phone (909) 387-8879**

**Returning this application to  
anyone other than your election  
official may cause a delay that  
could interfere with your right or  
ability to vote.**

**PERMANENT ABSENTEE  
STATUS**

**Check here if you want to be a  
Permanent Absent Voter  
and receive your official ballot  
by mail for all elections.**



The format used on this application  
MUST be used by ALL individuals,  
organizations and groups that  
distribute absentee ballot  
applications.

Elections Code Section 3007

Failure to conform to this format  
may result in criminal prosecution.

Elections Code Section 18402



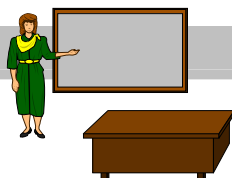
The name, address and telephone number must be completed by the campaign.  
Applications received from campaigns without this information will be rejected

**EXAMPLE  
OF  
CAMERA READY COPY**





# REGISTRAR OF VOTERS SERVICES AND FEES



## REGISTRATION DRIVES AND CLASSES

### AFFIDAVIT OF REGISTRATION FORMS / CLASSES

Affidavits of Registration may be obtained from the Registrar of Voters office according to the following guidelines.

- ☒ The public may obtain a one-time issue per year of 49 affidavits by coming to the Registrar of Voters office.
- ☒ To obtain more than 49 affidavits, the candidate or designated coordinator of a campaign or organization must attend a Voter Registration Class. Those who have attended the class are then eligible to obtain large quantities of registration forms as needed.
- ☒ **Registration classes are held every Tuesday at 10:30 a.m. and last approximately one hour.**
- ☒ Reservations are not required to attend registration classes.
- ☒ Alternative class times can be scheduled by appointment by calling (909) 387-8879.

## REGISTRATION AND ELECTION DATA SERVICES

### **NOTICE**

Voter telephone numbers are not updated. They reflect the phone number provided when the voter registered.

#### **AVAILABLE TO**

The Registrar of Voters office offers candidates and their campaign committees several registration and election data services. The California Elections Code allows the voter registration files to be used for political purposes only. Please call Data Services at (909) 387-2271 or (909) 387-2102.

#### **TO PLACE ORDER**

Please call Data Services at (909) 387-2271 or (909) 387-2102 for assistance in placing an order and in determining costs. Orders are available within three (3) business days. Customers may pick up orders at the Registrar of Voters office, orders can be mailed, e-mailed, placed on FTP site, or you may provide a Federal Express or UPS number.

#### **FEES DUE**

Prices may vary, depending on the number of voters in the jurisdiction ordered. All costs/fees are to be paid the time the order is placed.

## **ELECTION DATA SERVICES**

The California Elections Code allows voter registration files to be used for political purposes. To place an order or determine costs call Data Services at (909) 387-2271 or (909) 387-2102. Customers may pick up orders at the Registrar of Voters office or orders can be mailed. **Note: Orders for CDs cannot be processed the last week before an election due to computer use for election preparation.** All costs/fees are to be paid at the time the order is placed.

### **DISCLAIMER**

The Registrar of Voters is not responsible for end user technical support for processing data files that are purchased on any electronic media type (CD and E-mail). The Registrar of Voters does not provide training on converting the data for usage. Voter telephone numbers are not updated. They reflect the phone number provided when the voter registered. They have not been updated to reflect any changes in area codes.

<b>SERVICES OFFERED</b>		
<b>Product</b>	<b>Description</b>	<b>Available By</b>
<b>From 29 Days to 7 Days before an election the following products are available daily by CD or e-mail:</b> <b>Labels</b> <b>Consolidated List</b> <b>Daily Voter File</b>	Voters who are permanent or have applied for an absentee ballot. Information included: voter name; address; application receipt date, if requested; date ballot was returned; party; ballot type; and consolidated precinct number.	<ul style="list-style-type: none"> <li>• Daily.</li> <li>• Cumulative by date range.</li> <li>• District.</li> <li>• Precinct.</li> <li>• Party.</li> <li>• Ballot Type.</li> <li>• Issued or issued/returned.</li> </ul>
<b>Maps</b> <b>(909) 387-2045</b>	These maps show precinct boundaries determined by the boundaries of all districts that hold regularly scheduled elections.	<ul style="list-style-type: none"> <li>• Printed or on CD.</li> </ul>
<b>Master Voter File (CD)</b>	File of all current voters sorted by precinct, streets and then house number. The "voting history" for all elections being tracked is flagged. This file can be created as a tab, comma, semicolon, and space delimited file or as a flat file.	<ul style="list-style-type: none"> <li>• District/Precinct.</li> <li>• Party(ies).</li> <li>• Voted/ Non-voted.</li> <li>• Last 20 election history/only specified election(s).</li> </ul>
<b>Polling Places</b> <b>(CD or List)</b>	List of polling places in consolidated precinct order, available approximately 40 days prior to the election. Information regarding polling places and election officers is available/published in local newspapers at least one week prior to the election and on the ROV website.	<ul style="list-style-type: none"> <li>• By District.</li> </ul>

## SERVICES OFFERED

Product	Description	Available By
<b>Statement of Votes Cast (CD or List)</b>	Consolidated precinct-by-precinct canvass results of all contests. This is a print image file. This is also available on our website at <a href="http://www.sbcrov.com">www.sbcrov.com</a> .	N/A
<b>Voter Detail Report</b>	Contains residential and mailing address of voters. Voting history is provided for requested election.	<ul style="list-style-type: none"> <li>• District/Precinct.</li> <li>• Political party(ies).</li> <li>• Election(s).</li> <li>• Sorted by precinct or alpha voter name.</li> </ul>
<b>Voter File Labels</b>	Contains voter name and residence address, unless a mailing address is on file. They are produced in zip-code order, then voter last name. Labels are 3 1/2" X 15/16" and are produced three up.	<ul style="list-style-type: none"> <li>• One label per voter.</li> <li>• One label per household.</li> <li>• One label per surname.</li> <li>• Sorted by: <ul style="list-style-type: none"> <li>- District/Precinct.</li> <li>- Political Party(ies).</li> <li>- Voting History -1 or more elections.</li> </ul> </li> </ul>
<b>Voter Index List</b>	Used for walking precincts. Contains voter name, residence address, phone number and party. Information is printed in home precinct order. Within each precinct the list is sorted in alpha street order with addresses in numerical sequence.	<ul style="list-style-type: none"> <li>• District/Precinct.</li> <li>• Political party(ies).</li> <li>• Election(s).</li> </ul>

## FEES FOR SERVICES

LISTS (Available on CD)		FEE	
Voter Index		\$ .10 per page	
Voter Detail Report		\$ .10 per page	
Absentee Voters (Consolidated List)		\$ .10 per page	
Polling Place List		\$ .10 per page	
Statement of Votes Cast		Book form \$39.00 or \$ .10 per page	
LABELS (Available on CD)			
Voter File		\$10.00 per 1,000	
Absentee Voter File		\$10.00 per 1,000	
OTHER INFORMATION (Available on CD)			
Master Voter File (Priced per Voter)		Up to 80,000	\$20.00
		80,001- 250,000	\$50.00
		250,001- 500,000	\$100.00
		500,001- 750,000	\$150.00
Precinct/District		\$63.00	
Daily Absentee Request		\$ .10 per page	
E-MAIL			
Daily Absentee Request		\$ .10 per page, \$100.00 deposit required	
MAPS			
8½" X 11" Printed Map		\$9.00	
11" X 17" Precinct Map - Printed		\$9.00	
21" X 24" Precinct Map - Printed		\$20.00	
11" X 17" District Map - Printed		\$9.00	
24" X 48" Wall Map- Printed		\$20.00	
36" X 49" Wall Map - Printed		\$20.00	
Digitized Map and GIS Exports on CD		\$12.00	

## **ELECTION RESULTS**

### **ELECTION NIGHT**

Election night results are cumulative bulletins – they do not show how any specific precinct voted. The first results are available shortly after 8:00 p.m. when all polling places have officially closed in San Bernardino County. The first bulletin represents the absentee count. As soon as the polling place ballots start arriving, they are added to the absentee count, and results are updated every half hour on the internet.

**Internet**      [www.sbcrov.com](http://www.sbcrov.com)

**Telephone**    **(909) 387-8300 or (800) 881-8683.**  
**Phone operators will be available until 15 minutes after the last bulletin is received.**

### **AFTER ELECTION NIGHT**

Election night results are available at the ROV office or on the internet.

The election returns are canvassed and the official results must be certified by December 5, 2006. Following certification, official bulletins and official Statement of Votes will be available.

## **ADDITIONAL INFORMATION**

### **ELECTION CALENDARS - NOVEMBER 7, 2006**

This information is for general information only and does not have the force and effect of law, regulations, or rule. In case of conflict, the law, regulation, or rule will apply. Because of possible changes in law or procedure since the publication of this information the candidate should obtain the most up-to-date information available. Responsible parties have been indicated.

### **SCHOOL DISTRICTS ELECTION CALENDAR** (Ed.C. 5300 et seq., 15100 et seq.; E.C. 9400 et seq., 9500 et seq., 10600 et seq.)

<b>DATE</b>	<b>PERSON RESPONSIBLE</b>	<b>DESCRIPTION</b>
June 30 (130)	County Superintendent of Schools	<i>CONSOLIDATION OF ELECTIONS (Ed.C. 5323, 5340, 5342)</i> Last day for county superintendent of schools to notify, in writing, governing boards of compulsory consolidation of school district elections.
June 30 (130)	District	<i>BOUNDARY CHANGES (E.C. 12262)</i> Last day boundary changes may be made for this election.
July 7 (123)	District	<i>SPECIFICATIONS OF ELECTION ORDER (Ed.C. 5322)</i> Last day for district governing board to submit specifications of the election order to the county superintendent of schools and the Registrar of Voters concurrently.
July 10 (120)	County Superintendent of Schools	<i>DELIVER ELECTION ORDER TO REGISTRAR OF VOTERS (Ed.C. 5324, 5325, 5361)</i> No later than this date the superintendent shall deliver to the Registrar of Voters the order of election and the formal notice of election.
July 10 – Aug. 9 (120 – 90)	Registrar of Voters	<i>PUBLISH NOTICE OF ELECTION (Ed.C. 5361, 5363; E.C. 12112, 12113)</i> Between these dates, the Registrar of Voters shall publish a notice of election in a newspaper of general circulation in the district. The notice shall contain the date of the general district election, name the offices for which candidates may file, and state the qualifications required by the principal act for each office. The notice shall state the location where official declarations of candidacy for eligible candidates desiring to file for any of the elective offices may be obtained, the office in which completed declarations of candidacy are required to be filed, and the date and time after which no declarations of candidacy may be accepted for filing. A copy of the notice shall be delivered to the district secretary and shall be posted in the district office.  <i>GENERAL PRESS RELEASE (E.C. 12112)</i> Press release must include offices to be filled and telephone number for information regarding filing for the elective office.
July 10 (120)	District	<i>LAST DAY TO ADOPT REGULATIONS REGARDING CANDIDATE STATEMENTS (E.C. 13307)</i> Last day for local agency to adopt or amend regulations regarding charges for printing candidate's statements.

**SCHOOL DISTRICTS ELECTION CALENDAR**  
**(Ed.C. 5300 et seq., 15100 et seq.; E.C. 9400 et seq., 9500 et seq., 10600 et seq.)**

DATE	PERSON RESPONSIBLE	DESCRIPTION
July 14 (116)	Registrar of Voters	<i>PRECINCTING SECTION TO COMPLETE BOUNDARY CHANGES</i> No later than this date, precinct section must complete boundary changes.
July 17 – August 11 (113 – 88)	Candidates/District/ Registrar of Voters	<i>NOMINATION PERIOD (E.C. 10602, 10603, 13307, 13309, 13311)</i> Between these dates candidates may obtain and file declarations of candidacy. Forms are available at the Registrar of Voters. All forms must be filed with the Registrar of Voters by the filing deadline. It is the responsibility of each candidate to deliver their nomination documents to the Registrar of Voters by 5:00 p.m. on the deadline date. Candidates who want to file a candidate statement must file it at the same time the Declaration of Candidacy is filed. Candidate Statements are confidential until the deadline for filing has passed. No person shall file nomination documents for more than one district office at the same time.
July 17 – August 11 (113 – 88)	Candidates/District/ Registrar of Voters	<i>CODE OF FAIR CAMPAIGN PRACTICES (E.C. 20400 et seq.)</i> Each candidate shall be issued a Code of Fair Campaign Practices. Filing the Code is voluntary and it may be filed with Registrar of Voters any time prior to the election. It is available for public inspection until 30 days after the election.
July 17 – August 11 (113 – 88)	Candidates/District	<i>STATEMENT OF ECONOMIC INTEREST (G.C. 87200 et seq.)</i> If a district's Conflict of Interest Code requires candidates to file a Statement of Economic Interest, it must be obtained from the district secretary and filed with the district by the close of the nomination period.
August 11 (88)	Candidates/ Registrar of Voters	<i>LAST DAY TO FILE DECLARATION OF CANDIDACY AND/OR WITHDRAW (E.C. 10603, 13307)</i> Last day for candidates to file their Declarations of Candidacy and Candidate Statements with the Registrar of Voters. Candidate Statements are optional. Candidate must withdraw before 5 p.m., unless there is an extension of the nomination period.
*August 12 –August 21 (87 -78)	Registrar of Voters	<i>PUBLIC EXAM PERIOD (E.C. 13313)</i> The Registrar of Voters shall make candidate statements available for public examination for a period of 10 calendar days immediately following the filing deadline for the submission of those documents. During the 10 day viewing period any voter of the jurisdiction may seek a writ of mandate or an injunction requiring any or all of the material in the statements to be amended or deleted.
August 11 (88)	District	<i>MEASURE/TAX RATE STATEMENT (Ed.C. 5322, E.C. 9401, 9402, 9500)</i> Last day for resolution calling a measure to be submitted to the Registrar of Voters. The statement of the measure to appear on the ballot shall not exceed 75 words. Also, last day to submit tax-rate statement for bond measures. Statement shall include information specified in E.C. 9401. Registrar of Voters will send a copy of the resolution to county counsel with instructions to prepare an Impartial Analysis.



**SCHOOL DISTRICTS ELECTION CALENDAR**  
**(Ed.C. 5300 et seq., 15100 et seq.; E.C. 9400 et seq., 9500 et seq., 10600 et seq.)**

DATE	PERSON RESPONSIBLE	DESCRIPTION
*August 12- August 21 (87 -78)	Registrar of Voters	<i>PUBLIC EXAM PERIOD (E.C. 9509)</i> The Registrar of Voters shall make Tax Rate Statements available for public examination for a period of 10 calendar days immediately following the filing deadline for the submission of those documents. During the 10 day viewing period any voter of the jurisdiction may seek a writ of mandate or an injunction requiring any or all of the material in the statements to be amended or deleted.
August 11 (88)	Registrar of Voters	<i>PUBLISH NOTICE OF ELECTION (Ed.C. 5361, 5363, 15120; G.C. 6060 &amp; 6061)</i> Registrar of Voters will publish once in a newspaper of general circulation published in the district, a Notice of Election. The Notice will include the deadline for filing arguments, the purposes for which the bonds are to be issued, the amount of the bonds, the maximum rate of interest, not to exceed the maximum rate of interest allowed, and the maximum number of years, not to exceed 40, not to exceed which the bonds or any series thereof are to run. A copy of the notice shall be delivered to the district and posted in the district office.
*August 12 (87)	Candidates/Registrar of Voters	<i>WITHDRAW CANDIDATE STATEMENT (E.C. 13307)</i> Last day to withdraw candidate statements, unless there is an extension of the nomination period. Withdrawal of candidate statements must be in writing.
August 16 (83)	Candidates / District / Registrar of Voters	<i>EXTENSION OF NOMINATION PERIOD (E.C. 10604)</i> If a declaration of candidacy for an incumbent member of a school district or community college district governing board or of a county board of education is not filed by 5:00 p.m. on the 88th day before the election, any person other than the incumbent, shall have until 5:00 p.m. on the 83rd day before the election to file a declaration of candidacy for the elective office. The nomination extension is not applicable where there is no incumbent eligible to be elected. If the extension is applicable, a candidate may withdraw his or her declaration of candidacy until 5:00 p.m. on the 83rd day before the election.
August 17- August 26 (82-73)	Registrar of Voters	<i>PUBLIC EXAM PERIOD EXTENSION(E.C. 13313)</i> The Registrar of Voters shall make candidate statements available for public examination for a period of 10 calendar days immediately following the filing deadline for the submission of those documents. During the 10 day viewing period any voter of the jurisdiction may seek a writ of mandate or an injunction requiring any or all of the material in the statements to be amended or deleted.
August 16 (83)	District	<i>LAST DAY TO WITHDRAW MEASURE (E.C. 9605)</i> Whenever a legislative body has ordered that a measure be submitted to the voters of any jurisdiction at an election, the order of election shall not be amended or withdrawn after this date.

**SCHOOL DISTRICTS ELECTION CALENDAR**  
**(Ed.C. 5300 et seq., 15100 et seq.; E.C. 9400 et seq., 9500 et seq., 10600 et seq.)**

DATE	PERSON RESPONSIBLE	DESCRIPTION
August 16 (83)	Registrar of Voters	<i>INSUFFICIENT NOMINEES-POSSIBLE APPOINTMENT (Ed.C. 5326)</i> If there are insufficient nominees for the office to be filled, and a petition requesting the election to be held has not been received by this date, the Registrar of Voters shall notify the governing body that the scheduled election will not be held and that the qualified nominee(s) must be seated or appointment(s) made pursuant to Ed.C. 5328.
August 16 (83)	District	<i>PUBLISH NOTICE OF POSSIBLE APPOINTMENT (Ed.C. 5328.5)</i> If no one has been nominated to an office, prior to making an appointment to that office pursuant to Education Code 5328, a notice shall be published once in a newspaper of general circulation published in the district, stating that the board intends to make an appointment and informing persons of procedures for applying for the office.
August 17 (82)	Candidates / Registrar of Voters	<i>WITHDRAW CANDIDATE STATEMENT (EXTENSION) (E.C. 13307)</i> In the event there is an extension of the nomination period, candidates may have until this date to withdraw their candidate's statement. Withdrawal must be in writing.
August 17 (82)	Secretary of State	<i>RANDOMIZED ALPHABET (E.C. 13112)</i> On this date the Secretary of State shall conduct a drawing of the alphabet for determining the order of the candidate's names on the ballot.
August 22 (77)	County Counsel	<i>LAST DAY TO SUBMIT IMPARTIAL ANALYSIS (E.C. 9500)</i> Last day for County Counsel to submit impartial analysis to Registrar of Voters. The analysis shall be printed in the pamphlet preceding the arguments for or against the measure. The analysis is limited to 500 words
August 23-Sept.1 (76-67)	Registrar of Voters	<i>PUBLIC EXAM PERIOD (E.C. 9509)</i> The Registrar of Voters shall make Impartial Analysis available for public examination for a period of 10 calendar days immediately following the filing deadline for the submission of those documents. During the 10 day viewing period any voter of the jurisdiction may seek a writ of mandate or an injunction requiring any or all of the material in the statements to be amended or deleted.
August 22 (77)	Proponents/ Opponents	<i>LAST DAY TO FILE ARGUMENTS (E.C. 9501, 9501.5, 9502, 9600)</i> Last day set by Registrar of Voters to submit arguments in favor or against the measure. Arguments may not exceed 300 words. No more than five signatures shall appear with any arguments. Authors of Argument form shall accompany all arguments.
August 23-Sept.1 (76-67)	Registrar of Voters	<i>PUBLIC EXAM PERIOD (E.C. 9509)</i> The Registrar of Voters shall make the Arguments available for public examination for a period of 10 calendar days immediately following the filing deadline for the submission of those documents. During the 10 day viewing period any voter of the jurisdiction may seek a writ of mandate or an injunction requiring any or all of the material in the statements to be amended or deleted.

**SCHOOL DISTRICTS ELECTION CALENDAR**  
**(Ed.C. 5300 et seq., 15100 et seq.; E.C. 9400 et seq., 9500 et seq., 10600 et seq.)**

DATE	PERSON RESPONSIBLE	DESCRIPTION
Sept. 1 (67)	Proponents/ Opponents	<i>REBUTTALS (E.C. 9504, 9600)</i> Last day for the same authors of the primary argument to file rebuttals with the Registrar of Voters no later than 5:00 p.m. Rebuttals are limited to 250 words. Statement of Authors of Arguments form must be attached to the rebuttal.
Sept. 2 Sept. 11 (66-57)	Registrar of Voters	<i>PUBLIC EXAM PERIOD (E.C. 9509)</i> The Registrar of Voters shall make the Rebuttals available for public examination for a period of 10 calendar days immediately following the filing deadline for the submission of those documents. During the 10 day viewing period any voter of the jurisdiction may seek a writ of mandate or an injunction requiring any or all of the material in the statements to be amended or deleted.
Sept. 11 (57)	Candidates/ Registrar of Voters	<i>FIRST DAY NOMINATION PAPERS FOR WRITE-IN CANDIDACY WILL BE AVAILABLE (E.C. 8600 et seq.)</i> Any qualifying person wishing to file as a write-in candidate may pick up nomination papers beginning on this date. Papers must be filed with the Registrar of Voters no later than 14 days prior to election day. Write-in candidates must also file Statement of Economic Interest (if applicable) and campaign disclosure statements.
Sept. 14 (54)	Candidates/ Committees/ Registrar of Voters	<i>INDEXES OF VOTERS AVAILABLE (E.C. 2184 et seq.)</i> Lists of voters by precinct will be available to persons qualifying to purchase them on this approximate date. Candidates and committees may purchase a maximum of two copies during the campaign. A supplement to this list will be produced after the 29 <sup>th</sup> day prior to the election.
Oct 5 (33)	Candidates/ Committees/ Registrar of Voters	<i>FILING DATE FOR FIRST PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENT (G.C. 84200.5, 84200.7(b))</i> Filing period for 1 <sup>st</sup> pre-election campaign statement covers transactions through September 30.
Sept. 28 – Oct. 17 (40 - 21)	Registrar of Voters	<i>MAIL SAMPLE BALLOTS AND OTHER ELECTION MATERIAL TO VOTERS (E.C. 13303)</i> Between these dates the Registrar of Voters shall mail a sample ballot to each voter, who is registered at least 29 days prior to the election.
*Oct. 9 (29)	Registrar of Voters	<i>MAILED BALLOT PRECINCTS (E.C. 3005, 3010)</i> Approximate date to mail notices to voters in mailed ballot precincts, send official ballot and election material. Mail ballot precincts must have less than 250 voters.
*Oct. 9 – Oct. 31 (29 - 7)	Registrar of Voters	<i>ABSENTEE VOTER BALLOT APPLICATIONS (E.C. 3001, 3006, 3200)</i> Applications for absentee ballots may be made in person or by mail during this time frame.

**SCHOOL DISTRICTS ELECTION CALENDAR**  
**(Ed.C. 5300 et seq., 15100 et seq.; E.C. 9400 et seq., 9500 et seq., 10600 et seq.)**

DATE	PERSON RESPONSIBLE	DESCRIPTION
*Oct. 9 (29)	Registrar of Voters	<i>PRECINCTS, POLLING PLACES &amp; ELECTION OFFICERS (E.C. 12280 et seq., 12300 et seq.)</i> Last day for Registrar of Voters to establish polling places and appoint election officers for this election. Immediately following appointment, the Registrar shall mail appointment notices to election officers.
*Oct. 9 – Oct. 28 (29 – 10)	Registrar of Voters	<i>PUBLISH ELECTION OFFICERS &amp; POLLING PLACES (E.C. 12105, 12106, 12109)</i> Suggested date to publish election officers and polling places. The notice will include the hours that the polls will be open and a Notice of Central Counting Place.
Oct. 26 (12)	Candidates/ Committees/ Registrar of Voters	<i>FILING DATE FOR SECOND PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENT (G.C. 84200.5, 84200.7)</i> Filing period for 2 <sup>nd</sup> pre-election campaign statement covers transactions through October 21.
Oct. 23 (15)	Registrar of Voters	<i>CLOSE OF REGISTRATION (E.C. 2107)</i> Last day to register or transfer registration for this election.
Oct. 24 (14)	Candidates/ Registrar of Voters	<i>FILE DECLARATION OF WRITE-IN CANDIDACY (E.C. 8600 et seq., 15340 et seq.)</i> Last day for write-in candidates to submit their write-in nomination documents to the Registrar of Voters.
Oct. 31 (7)	Registrar of Voters	<i>PROCESS ABSENTEE VOTER &amp; MAILED BALLOTS (E.C. 15101 et seq.)</i> When ballots are to be counted by computer, the Registrar of Voters may begin processing ballots 7 days prior to the election. No count may be made until after the polls close on election day.
Nov. 7 (0)		<i>ELECTION DAY</i> The polls will be open from 7:00 a.m. and will close at 8:00 p.m. Absentee ballots may be turned in, before the polls close, at any polling place in the jurisdiction.
Nov. 9 (+2)	Registrar of Voters	<i>CANVASS ELECTION RETURNS (E.C. 15301 et seq.)</i> Registrar of Voters shall commence the official canvass on this day.
*Nov. 10 (+3)	Registrar of Voters	<i>ONE PERCENT MANUAL TALLY (E.C. 15360)</i> During the Official Canvass the Elections Official shall conduct a public manual tally in 1 percent of the precincts chosen at random by the elections official.
Dec. 1 (+24)	District	<i>OFFICERS TAKE OFFICE (Ed.C. 60, 5017)</i> Officers elected take office on the first Friday in December following the election. If the election was not held, qualified candidates and persons appointed pursuant to Ed.C. 5328 shall be seated at the organizational meeting. Oath (and bond if required) must be executed prior to taking office. Oath must be filed with Registrar of Voters.

**SCHOOL DISTRICTS ELECTION CALENDAR**  
**(Ed.C. 5300 et seq., 15100 et seq.; E.C. 9400 et seq., 9500 et seq., 10600 et seq.)**

<b>DATE</b>	<b>PERSON RESPONSIBLE</b>	<b>DESCRIPTION</b>
Dec. 5 (+28)	Registrar of Voters	<i>SEND STATEMENT OF RESULTS (E.C. 15372, 15374)</i> As soon as the canvass is completed, no later than this date, the Registrar of Voters shall mail a statement of results of the election to the district and to the County Superintendent of Schools. The Registrar of Voters will also deliver to each person elected a certificate of election.
Dec. 7 (+30)	Registrar of Voters	<i>COST OF ELECTION</i> Approximate date to send invoice to jurisdiction for cost of election. Any refund on Candidate Statements will also be processed by this date.
Jan. 31	Candidates/ Committees/ Registrar of Voters	<i>FILING PERIOD FOR SEMI-ANNUAL CAMPAIGN DISCLOSURE STATEMENT (G.C. 84200)</i> Statement covers transactions through December 31.

**\*Note:** *Whenever a date prescribed by law falls on a weekend or holiday, such act may be performed on the next business day (E.C. 15; G.C. 6700, 6701)*

## SPECIAL DISTRICTS ELECTION CALENDAR

PERSON RESPONSIBLE	DATE	DESCRIPTION
Registrar of Voters	July 5 (-125)	<b>ADOPT NOTICE OF GENERAL DISTRICT ELECTION AND PROVIDE MAP TO ROV (E.C. 10509)</b> By this suggested date adopt Notice of General District Election regarding the following: Regulations whether candidates or district will pay for candidate statements.
Registrar of Voters	July 3 thru July 17 (-127 to -113)	<b>PUBLISH NOTICE OF ELECTION (E.C. 12101; G.C. 6060, 6061)</b> Publish Notice of Election one time between these dates. The notice will include date and time of election, nomination deadline, the offices to be filled, and hours the polls will be open. The Notice is to be published in a newspaper of general circulation published in the District. Federal law requires publication to be made in English and Spanish.
Registrar of Voters and District Secretaries	Jul 17 thru Aug 11 (-113 to -88)	<b>DECLARATION OF CANDIDACY (E. C. 10510)</b> Forms for all district offices shall be obtained from the Registrar of Voters. The Registrar of Voters may, for convenience or necessity, authorize the District Secretary to issue Declarations of Candidacy. At the time of issuance of such forms, there shall be filled in, the name of the candidate and the office for which s/he is filing for and the date. The form shall be marked "Declaration of Candidacy" and signed as being issued by either the Registrar of Voters or District Secretary. The form shall first be available on the 113th day prior to the election and shall be filed not later than 5:00 p.m. on the 88th day prior to the election in the office of the Registrar of Voters during regular office hours or may be filed by certified mail so that the form reaches the Registrar of Voters no later than the deadline for filing in that office. The Registrar of Voters shall record the date of filing upon the face of the document filed of the document filed pursuant to this section. No candidate shall withdraw his/her Declaration of Candidacy papers after 5:00 p.m. on the 88th day prior to the election. On the request of the District Secretary, the Registrar of Voters shall provide the secretary with a copy of each Declaration of Candidacy filed pursuant to this section.
Registrar of Voters	Jul 17 thru Aug 11 (-113 to -88)	<b>INCUMBENT CANDIDATE (E.C. 13107)</b> An elective officer seeking nomination for, and election to, the same elective office s/he holds by virtue of election prior to the election shall be entitled to be designated on the ballot as an incumbent or use the title of the office in lieu of an occupational designation if so stated. If the elective office held is by appointment, the word "appointed" must precede the word "incumbent" or the title of the office.
Registrar of Voters	Jul 17 thru Aug 11 (-113 to -88)	<b>CANDIDATE'S STATEMENT (E.C. 13307)</b> Statement of candidate's education and qualifications, not exceeding 200 words in length, shall be filed at the same time and in the same place as Declaration of Candidacy.
Registrar of Voters	Aug 11 5pm (-88)	<b>CLOSE OF CANDIDATE FILING PERIOD (E.C. 13307, 10407, 10510)</b> Last day and hour to file Declaration of Candidacy and candidate statement in the office of the Registrar of Voters during regular office hours.

## SPECIAL DISTRICTS ELECTION CALENDAR

PERSON RESPONSIBLE	DATE	DESCRIPTION
Registrar of Voters	Aug 11 (-88)	<b>LAST DAY TO WITHDRAW DECLARATION OF CANDIDACY PAPERS (E.C.10510)</b> No candidate shall withdraw his/her Declaration of Candidacy papers after 5:00 p.m., on the 88th day prior to the general election.
Registrar of Voters	*Aug 12 5 pm (-87)	<b>WITHDRAWAL OF CANDIDATE STATEMENT (E.C. 13307)</b> Last day to withdraw candidate's statement.
Registrar of Voters	*Aug 12 thru Aug 21 (-87 to -78)	<b>PUBLIC EXAM PERIOD (E.C. 13313)</b> The Registrar of Voters shall make the Candidate Statements available for public examination for a period of 10 calendar days immediately following the filing deadline for the submission of those documents. During the 10 day viewing period any voter of the jurisdiction may seek a writ of mandate or an injunction requiring any or all of the material in the statements to be amended or deleted.
Registrar of Voters	Aug 16 5pm (-83)	<b>CANDIDATE FILING EXTENSION – IF INCUMBENT DOES NOT FILE (E.C. 10407)</b> Notwithstanding any other provisions of law, if Declaration of Candidacy for an incumbent elective officer is not filed by 5:00 p.m. on the 88th day before the Consolidated Election, any person other than the incumbent shall have until 5:00 p.m. on the 83rd day before the election to file Declaration of Candidacy for the elective office.
Registrar of Voters and Districts Secretaries	*Aug 12 (-87)	<b>APPOINTMENTS TO OFFICE IN LIEU OF ELECTION (E.C. 10515)</b> If, by 5:00 p.m., on the 83rd day prior to the election, only one person has filled at that election; or no one has filed Declaration of Candidacy for such office; and if petition signed by 10 percent of the voters or 50 voters, whichever is the smaller number, requesting that the election be held, has not been presented to the officer conducting the election, appointments will be made in lieu of election. The person appointed shall qualify and take office and serve as if elected for such office.
Registrar of Voters and Districts Secretaries	*Aug 12 thru Nov 2 (-87 to -5)	<b>APPOINTMENTS BY BOARD OF SUPERVISORS (E.C. 10515)</b> The Registrar of Voters shall prepare a Notice to the Board of Supervisors requesting the Board, at a meeting held prior to the first Monday before the first Friday in December in which the election would have been held, to appoint to such office or offices the person or persons who have been nominated or, in the event of no nominations, the Board shall appoint any qualified person to such office.
Registrar of Voters	*Aug 12 5pm (-87)	<b>WITHDRAWAL OF CANDIDATE'S STATEMENT (Extended Filing Period) (E.C. 13307)</b> Last day to withdraw Candidate's Statement if candidate filing period is extended.

## SPECIAL DISTRICTS ELECTION CALENDAR

PERSON RESPONSIBLE	DATE	DESCRIPTION
Registrar of Voters	Aug 17 thru *Aug 26 (-82 to -73)	<b>PUBLIC EXAM PERIOD EXTENSION (E.C. 13313)</b> The Registrar of Voters shall make the Candidate Statements available for public examination for a period of 10 calendar days immediately following the filing deadline for the submission of those documents. During the 10 day viewing period any voter of the jurisdiction may seek a writ of mandate or an injunction requiring any or all of the material in the statements to be amended or deleted.
Registrar of Voters	Sept 11 thru Oct 24 (-57 to -14)	<b>WRITE-IN CANDIDATES (E.C. 8600)</b> Every person who desires to be a write-in candidate and have his/her name as written on the ballot of an election counted for a particular office shall file a statement of write-in candidacy.
Registrar of Voters	Sept 28 (-40)	<b>MAIL SAMPLE BALLOTS (E.C. 13303)</b> Registrar of Voters to commence to mail sample ballots and other election materials, as applicable. The mailing will include all registered voters up to 29 days prior to the election.
Registrar of Voters	Oct 5 (-33)	<b>1ST PRE-ELECTION CAMPAIGN STATEMENT FILING (G.C. 84200.8)</b> Last day to file campaign statements by candidates and committees for the period ending September 30, 2006.
Registrar of Voters	Oct 9 thru Oct 31 (-29 to -7)	<b>ABSENT VOTER BALLOT APPLICATIONS (E.C. 3001)</b> During this period, the Registrar of Voters will process all applications for an absent voter ballot received in person or by mail.
Registrar of Voters	Oct 17 (-21)	<b>MAIL SAMPLE BALLOTS (E.C. 13303)</b> Last mailing of sample ballots by Registrar of Voters prior to the election.
Registrar of Voters	Oct 23 (-15)	<b>REGISTRATION CLOSES (15 DAY CLOSE) (E.C. 2107)</b> Close of registration.
Registrar of Voters	Oct 26 (-12)	<b>2ND PRE-ELECTION CAMPAIGN STATEMENT FILING (G.C. 84200.8)</b> Last day to file campaign statements showing receipts and expenditures for the period October 1 through October 21, 2006.
Registrar of Voters	Oct. 31 (-7)	<b>ABSENT VOTER BALLOT APPLICATION (E.C. 3001)</b> Last day for Registrar of Voters office to receive and process applications for absent voter ballots by mail.
Registrar of Voters	Nov 7 (Election Day)	<b>ELECTION DAY</b> Polls are open 7:00 a.m. to 8:00 p.m.
Registrar of Voters	Nov 7 (Election Day)	<b>VOTING ABSENT VOTER BALLOTS (E.C. 3017, 3018, 3020)</b> Deadline for absentee ballots must be received by Registrar of Voters, or returned to any polling place within the county. Any voter may vote by absentee ballot in the Registrar of Voters office before between 7 a.m. and 8 p.m. on election day.
Registrar of Voters	Nov 9 thru Dec 5 (+2 to +28)	<b>OFFICIAL CANVASS (E. C. 10547, 15301)</b> Registrar of Voters shall commence official canvass no later than the first Thursday following the election.



## SPECIAL DISTRICTS ELECTION CALENDAR

PERSON RESPONSIBLE	DATE	DESCRIPTION
Registrar of Voters	Dec 5 (+28)	<b>DECLARE ELECTED CANDIDATES (E.C.10418)</b> No later than the Monday before the first Friday in December the Registrar of Voters, or appropriate Governing Body, shall declare candidates elected. The Registrar of Voters shall deliver to each district a certificate of election signed by the Registrar of Voters for elected candidates.
Registrar of Voters	Dec 5 (+28)	<b>STATEMENT OF RESULTS (E.C. 10418, 10550)</b> As soon as the canvass is completed, the Registrar of Voters shall mail a statement of the results to each district involved in the election.
District Secretaries	Dec 8 (+31)	<b>ELECTED CANDIDATES TAKE OFFICE (E.C. 10554, G.C. 24200, W.C. 71253)</b> Directors elected or appointed In-Lieu of Election take office at noon on the first Friday of December following their election with the exception of municipal water district directors, which take office at noon on the first Monday after January 1 <sup>st</sup> . Prior to taking office each officer shall take the official oath and execute such bond as may be required by the principle act.
Registrar of Voters	Jan 31	<b>SEMI-ANNUAL FILING – CANDIDATE AND COMMITTEE CAMPAIGN STATEMENT (G.C. 84200)</b> Statement covers transactions through December 31 <sup>st</sup> .
Registrar of Voters	Feb 5 (+90)	<b>COST OF ELECTION</b> Approximate date to send invoice to jurisdiction for cost of election.

**\*Note:** *Whenever a date prescribed by law falls on a weekend or holiday, such act may be performed on the next business day (E.C. 15; G.C. 6700, 6701)*

## POLITICAL SUBDIVISIONS OF SAN BERNARDINO COUNTY

San Bernardino County is comprised of 24 incorporated cities and 46 school districts and 51 self governed special districts. The County is also (in whole or part) made up of the following political subdivisions.

<b>CONGRESSIONAL</b>	25th Congressional District Portions of San Bernardino, Inyo, Los Angeles and Mono Counties
	26th Congressional District Portions of San Bernardino and Los Angeles Counties
	41st Congressional District Portions of San Bernardino and Riverside Counties
	42nd Congressional District Portions of San Bernardino, Los Angeles, and Orange Counties
	43rd Congressional District San Bernardino County only
<b>SENATORIAL</b>	17th State Senatorial District Portions of San Bernardino, Los Angeles, and Ventura Counties
	18th State Senatorial District Portions of San Bernardino, Inyo, Kern and Tulare Counties
	29th State Senatorial District Portions of San Bernardino, Los Angeles and Orange Counties
	31st State Senatorial District Portions of San Bernardino and Riverside Counties
	32nd State Senatorial District Portions of San Bernardino and Los Angeles Counties
<b>ASSEMBLY</b>	32nd Assembly District Portions of San Bernardino and Kern Counties
	34th Assembly District Portions of San Bernardino, Inyo, Kern and Tulare Counties
	36th Assembly District Portions of San Bernardino and Los Angeles Counties
	59th Assembly District Portions of San Bernardino and Los Angeles Counties
	60th Assembly District Portions of San Bernardino, Los Angeles and Orange Counties
	61st Assembly District Portions of San Bernardino and Los Angeles Counties
	62nd Assembly District San Bernardino County only
	63rd Assembly District Portions of San Bernardino and Riverside Counties
	65th Assembly District Portions of San Bernardino and Riverside Counties
<b>BOARD OF EQUALIZATION</b>	2nd District Alpine, Amador, Butte, Calaveras, El Dorado, Fresno, Glenn, Inyo, Kern, Kings, Lassen, Los Angeles, Madera, Mariposa, Merced, Modoc, Mono, Nevada, Placer, Plumas, Sacramento, San Bernardino, San Joaquin, Santa Barbara, Shasta, Sierra, Siskiyou, Stanislaus, Sutter, Tehama, Tulare, Tuolumne, Ventura, and Yuba Counties
	3rd District Imperial, Los Angeles, Orange, Riverside, San Bernardino, and San Diego Counties
<b>APPELLATE COURT</b>	4th District Imperial, Inyo, Orange, Riverside, San Bernardino, and San Diego Counties
<b>JUDICIAL</b>	63 Superior Courts
<b>SUPERVISORIAL DISTRICTS</b>	1st, 2nd, 3rd, 4th and 5th Districts